MADURAI KAMARAJ UNIVERSITY

(University with Potential for Excellence)

Distance Education

P.G.Diploma in School Administration and Post B.Ed., Diploma in School Administration

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2072/2082

MADURAI KAMARAJ UNIVERSITY

(University with Potential for Excellence)

Distance Education

163

P.G.Dip. in School Administration
and
Post B.Ed., Dip. in School Administration

Paper - III

Tamil Nadu Grant-in-Aid Code and Inspection Code
(Common paper for both courses)

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2072/2082

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D.S.A &

P.B.Ed.,D.S.A

COURSES

PAPER - 3

TAMIL NADU GRANT-IN-AID CODE AND INSPECTION CODE OF THE EDUCATION DEPARTMENT

PACKAGES 1- 5

Dear Students,

We welcome you as a student of Diploma in School Administration (D.S.A.) and Post B.Ed., Diploma in School Administration (P.B.Ed.,D.S.A) Education. This Subject deals with Paper- 3, TAMIL NADU GRANT-IN-AID CODE AND INSPECTION CODE OF THE EDUCATION DEPARTMENT, which You have to study during the course.

The learning materials for the paper is given to you by modules and supplemented by a few contact lectures.

On our part we assure of our help in guiding you throughout the course. You must be aware that learning through Distance Education involves a great deal of self study. We hope that you will put your best efforts.

Wish you all the success.

DEPARTMENT OF EDUCATION

D D E

PAPER III

TAMIL NADU GRANT - IN – AID CODE AND INSPECTION CODE

UNIT I

Introduction – Reservation of Discretion by Government – General Constitutions of Aid.

Unit II

Staff Grants on Behalf of Secondary Schools – Teachers Grant o n Behalf of Schools for Special Education – Grants Towards Stipends in Training Schools – Grants for Buildings, Building Sites and Playgrounds – Grant for Furniture, Books and Appliances.

Unit III

Inspection Code – Introduction – Leave on Inspection Officers, Power of Gazetted Inspecting Officers – Punishment and Dismissal of Officers. Administration of Developmental Institution – Recognition of Schools – Teachers Certificate and Teachers Service Register – General Administration – Officials Etiquette – Observance of Proper Procedure.

Unit IV

Office Accommodation and Equipment – Correspondence and Office Routine – Registers, Returns and Records – Budget Bills and Permanent Advances.

Unit V

Annual Inspection Work – Inspection Tours – Methods of Inspection and Inspection Reports – Inspecting Officers and General Administration of Local Boards – Correspondence with Local Boards – Inspecting Officers and General Administration of Local Boards – Correspondence with Local Boards – Inspecting Officers and Private Educational Bodies.

References:

1. Tamilnadu Grant-in-Aid Code
2. The Tamilnadu Educational Inspection Code
3. Arulselvam, M. (2003). The Tamilnadu Educational Code : Malathi Publications, Chennai.

MODEL QUESTION PAPER

PAPER - III

TAMILNADU GRANT-IN-AID CODE AND INSPECTION CODE

Time : 3 Hours

Marks : 100

Instructions:

(i) All questions carry equal marks:

(ii) Answer any twenty of the following:

1. What is reservation of discretion by government?
2. List the objects for which aid may be given.
3. Mention the general conditions of aid.
4. How is amount of grant fixed?
5. When are penalties made?
6. Explain the procedure for getting building grant.
7. Sketch the application for furniture grant.
8. List the conditions for boarding grants to homes for children.
9. Explain the leave provision for inspecting officers.
10. List the inspecting powers of DEO's.
11. Explain official etiquette.
12. List the duties imposed of DEO's.
13. Mention the examination duties of inspecting officers.
14. How should an official communication be written?
15. List the registers to be maintained by inspecting officers.
16. When and how service postage stamps can be used by inspecting officers?
17. Sketch the hierarchy of inspecitn officers in Tamil Nadu School System.
18. What is the role of Teachers' Associations in School Administration?
19. Explain the mode of examining the pupils.
20. Explain the relationship between inspecting officers and school managers.
21. Mention the rules meant for elementary school inspection.
22. Explain the entries required in inspection book.
23. Is there provision for surprise visit? How?
24. How can a teacher's increment be withheld?
25. Mention the instructions meant for budget estimates by inspecting officers.

PAPER – III

TAMIL NADU GRANT-IN-AID CODE AND INSPECTION CODE OF THE EDUCATION DEPARTMENT

1.0. GENERAL CONSTITUTIONS OF GRANT-IN- AID

1.10 Over View:

In this package we are to go through and learn about the different grant-in-aid granted by Tamilnadu government, the rules and regulations of procedures stipulated by the government for obtaining the same.

1.20 Objectives:

On learning this unit you will be able to

- Understand on grant-in-aid
- Identify the different grants available
- Learn the Rules and Regulations
- Comprehend the governmental procedure for the same
- Acquire the skills required for drafting the proposals

1.30. Learning Activities:

1.3.10 Study Unit

Private Agencies have a bigger contribution in the field of education to impart effective learning. Efficient faculties need to be employed to manage the process which include well equipped infrastructure, day-to-day up gradation of the facilities in building, laboratories and other which become the need of the time. In this regard, one should not forget the financial commitments involved. Here it is to be noted; the state and central government do come forward for the private agencies to extend their help. Hence, it becomes important to know the different grant-in-aid available and to know the detailed procedures required in obtaining them and also the rules and regulations stipulated by the government. In this regard, the Indian Education Commission's recommendation to improve the working of private schools is as given below;

"Each private school should be assisted to strengthen its management in the following ways:- (a) Each private school should have a managing committee consisting of representatives of the management, the education department and teachers. (b) the staff of the schools should be broadly on the pattern of government or local authority schools (c) grants-in-aid should be improved.

It should be an invariable rule that educational institutions must be conducted by non profit making bodies in order to be eligible for assistance. Grant-in-aids course should be amended to authorize the state education departments to take over the management of private schools which do not satisfy requirements and which have failed persistently to come up to prescribed standards."

INTRODUCTION

1. **Preamble** – A sum of money is annually set apart to be expended under these rules as grants-inaid of recognized educational institutions under private management with the object of extending and improving secular education, and such grants will be given impartially and without reference to any religious instructions to all schools which impart sound secular instruction, subject to the conditions hereinafter specified and with due consideration of the requirements of each locality, and of each institution and of the funds available. Provided that grants shall be withheld from institutions which refused admission to any pupil merely on the ground of the caste or community to which he belongs, provided also that no grant of any kind shall be paid to a new institution or in respect of a new standard or course or a new group or subjects in Higher Secondary, in an existing institution which has been opened without the previous permission or consent of the competent authority. These rules do not apply to Anglo-Indian Schools or to primary Schools which are aided under separate rules. No grant of any kind shall be paid to new institution or for upgrading of old institution or opening of additional standard or sections from 1991-92. Schools opened or upgraded from 1991-92 are not eligible for grant.

2. **Reservation of discretion by Government** – (i) The Government reserve to themselves, anything in the rules of this code notwithstanding, the right to refuse or to withdraw any grant at their entire discretion.

(ii) Grants will ordinarily be withdrawn from a secretary / correspondent if he or any of the teachers, employed by him takes part in political agitation directed against the authority of Government or inculcates opinions tending to excite feelings of political disloyalty or disaffection among the pupils.

(iii) Payments of all grants will be subject to audit, and in the event of an objection being upheld the management concerned may be called upon to refund the amount paid on such portion of it as the Government may decide. Such refund may be made either by adjustment in any other grant payable to the school or in such other manner as the Government may see fit.

(iv) Since Staff Grant now paid, includes Dearness Allowance also - Deleted.

(v) The Director shall have power to refuse grants to any institution which directly or indirectly encourages propaganda calculated to bring into hatred, ridicule or contempt the beliefs and practices of any religion.

3. Definition of terms: - The term "Director" signifies:-

1. Director of School Education and

2. Director of Teacher Education Research and Training.

4. Objects for which aid may be given.-- (i) Grants are given for teaching staff and the supporting non-teaching staff, approved by the department in respect of secondary (High) and Higher Secondary Schools.

(ii) Grants are given for boarding homes for children and

(iii) Teacher Training Institutes

5. Staff grants are paid in respect of Secondary (High) and Higher Secondary Schools on a monthly basis by the respective District Educational Officers.

6. Sanctioning Authority.-- The District Educational Officers are authorized to sanction monthly staff grant to the staff of High and Higher Secondary Schools, including schools for special education Oriental Schools (Sanskrit and Arabic), admitted to aid by the competent authority.

7. Interpretation of rules.-- The interpretation of any rule in this code shall in the first instance, rest with the Director, provided that no interpretation of a general nature shall be binding on a Secretary/Correspondent, which has not been approved by Government and notified in the Tamil Nadu Government Gazette.

8. Appeal to sanctioning authority.-- An appeal shall lie to the sanctioning authority for the revision of its orders.

9. Appendices to have the effect of the rules. -- The appendices to this code shall have the same effect as the rules of the Code and shall be treated as part of the Code.

General Conditions of Aid

10. Management - Every institution on behalf of which aid is sought shall be under the management of one or more persons recognized by the department, who in the capacity of proprietors or of trustees, or of members of a committee elected by Society or Association or company by which the institution is maintained and administered shall undertake to be answerable for the maintenance of the institution and the fulfillment of all the conditions of recognition and aid including the due enforcement of such rules of discipline as are prescribed from time to time. The management may, with the approval of the department appoint a person as Secretary/Correspondent or Manager to transact the current business of the institution with the department. Application for change of management of institutions, shall be governed by the provisions in Rule 7 of the Tamilnadu recognized private schools (Regulation) Rules 1974.

10 (A) The general conditions of aid shall be the same as those prescribed for the establishment, administration and maintenance of Educational Institutions, recognized in Tamilnadu under the Tamilnadu recognized private schools (Regulation) Act 1973. (T.N.Act 29 of 1974), and the Rules issued there under and the orders of Government issued from time to time. To transact the current business of the institution with the education department, the educational agency shall follow Rule 12,13 and 14, in the Tamilnadu Recognized Private School (Regulation) Rules 1974.

11. Declaration by the Management-- Every application for aid shall be made in such form as may from time to time be prescribed, and shall contain a declaration signed by the correspondent to the effect that the conditions of recognition and aid laid down in the Tamilnadu Educational Rules and as per the rules stated in Tamilnadu Private Schools Regulation Act 1973 and rules 1974 and in the grants-in-aid code are being and will continue to be, fully observed, excepting any rules from which the institution may be specially exempted and that the management is prepared to subject the institution, together with its current endowment and trust accounts, its establishment, time-table and registers, to inspection and to furnish such returns as may be required by the department.

12. Reservation of right regarding the use of books-- Government reserve to themselves the right to forbid or to prescribe the use of any book or books in aided schools. Managers of schools shall, as a condition of receiving grants-in-aid from public funds, be required not to use, without the express sanction of the Director, any text-book which is not included in the authorized list of text-books, published by the Tamilnadu Text Book Corporation, which may from time to time be issued by them.

13. Income to be devoted to educational purposes-- No aided institution shall be allowed to spend any portion of its income for other than educational purposes.

14. Reservation of right regarding employment of teachers-- It shall be competent to the Director to forbid the employment in aided schools of any teacher whose certificate has been withdrawn after due enquiry or who after due enquiry has been considered by him unfit to be a teacher.

14-A Cancelled

15. (Aided Colleges) - **Deletion Suggested**

16. No grant will ordinarily be paid on behalf of members of the teaching staff in a school who have completed their 58th year.

1.40. Enrichment Activity:

Make a visit to any one of the Private school (Recognized) and ascertain the general conditions of aid detailed above

2.0 DIFFERENT TYPES OF GRANT- IN- AIDS

2.10. Overview:

It is a must for the management of the Private schools to know about the types of grant-in-aids extended by the government so that they would be able to appropriately apply for the same for the benefit of the growth of the school.

2.20. Objectives:

After going through this unit you will be able to

1. List the types of grant-in-aids
2. Learn the procedures for applying for them
3. State the terms and condition need to be satisfied by the management before applying for such grant-in-aids
4. Bring out the importance of understanding the guidelines of grant-in aids extended by the government

2.30. Learning activities:

2.3.10. Study unit

STAFF GRANTS ON BEHALF OF SECONDARY AND HIGHER SECONDARY SCHOOLS

23. Average attendance of pupils-- A grant shall not be given to an institution which does not have the following average monthly attendance:-

(i) 60 pupils in Standards. VI to VIII and a minimum of 15 pupils in each standard.

(ii) 50 pupils in Standards. IX to X and a minimum of 20 pupils in each standard.

(iii) 30 pupils in the Academic Course in each of the Standards. XI & XII

(iv) 10 pupil for each vocational course in each of the Standards. XI & XII.

The Director may, however, relax this rule in special cases.

23.A In respect of Secondary (High) and Higher Secondary Schools, teaching grants to be accessed as per the average monthly attendance of students by the respective District Educational Officers and as per staff fixation made by the respective Inspecting Officers.

24. Number of school meeting-- An institution shall not ordinarily be eligible for the full grant sanctioned for it in any academic year, unless it works for 200 days, in a school year. Out of the 200 working days, the instructional days alone shall be 180 days.

25. Definition of school day-- The school day shall consist of 5 hours and forty minutes of 8 periods as specified in the Tamilnadu Educational Rules.

26. Qualification of Teachers.-- The qualifications general and professional of teachers shall be in accordance with the Tamilnadu Educational Rules.

27. Subjects of Instruction.-- The subjects of instruction and standards of examination shall be such as are approved by the department.

28. (i) Protection from small pox - Eradicated. Hence deletion suggested.

(ii) Cancelled

29. Application for Aid.-- Application for first admission to aid shall be made in the prescribed form (Appendix E) to the Director through the District Educational Officer before 1st May. The application shall be accompanied by such returns as the Director may from time to time prescribe with the view of ascertaining the financial position of school and its eligibility for aid.

30. Admission to Aid.-- The Director shall determine what institutions shall be admitted to aid after taking into account the character, the efficiency and the financial condition of the institutions, the educational needs of the locality and the funds at his disposal.

31. Withdrawal from Aid.-- The Government may, after giving due notice, withdraw aid from an institution, should the financial condition of the institution or the educational needs of the locality cease to warrant its continuance.

32. Fixing the amount of grant-- Amount of grant payable to aided secondary and Higher Secondary Schools - shall be:- The full approved expenditure on salary of teaching staff, non-teaching staff and servants paid from contingencies; The grant for item above shall be called as staff grant and shall be sanctioned monthly by the District Educational Officer. In fixing the staff grant, the District Educational Officer shall follow such instructions as may be issued by the Director from time to time. The staff grant for every aided secondary and Higher Secondary school to cover the approved expenditure on teaching staff, non-teaching staff and servants paid from contingencies shall be sanctioned monthly. The grant shall be drawn by the sanctioning authority on a bill in the prescribed form and the bill shall be endorsed for payment in favor of the Secretary/Correspondent of the school. Director of School Education is empowered in special cases to pay grant direct to secondary (High) and Higher Secondary Schools. The District Educational officers of the areas are empowered to make direct payment to the heads of Institution of secondary (High) and Higher secondary Schools in special cases where the school is mismanaged.

(ii) Cancelled - (a), (b) and (c) - Cancelled

(iii) Registered management of schools will be allowed to retain any profits they may make during the year subject to the condition that the money thus retained is not allowed to accumulate but is spent with the approval of the Director on improvements to the school.

33 and 34-Cancelled

35. Amount of Grant payable-- (1) Staff grant is paid to schools on a monthly basis.

(2) The Director may deduct from the grant payable to an institution such amount as may be due to the teachers from the management for direct disbursement to the teacher concerned, should the management fail in the discharge of its obligations to a teacher under its employ by non adherence to the terms of agreement entered into under rule 12(i) of the Tamil Nadu Educational Rules.

36. Penalties-- The Director may, on the report of the inspecting officer or auditor after enquiry, withhold, reduce or suspend the grant on account of falsification of the registers, or misrepresentation regarding fees, attendance or other matters or violation of any of the conditions of recognition or aid, or other proved fraud or irregularity.

37. Financial Statement.-- The management of every aided high and higher secondary school shall prepare financial statements (Appendix 'F') and submit to the District Educational Officer and to the concerned Audit Department not later than 31st May of each year, and a copy of the Financial Statement shall be kept in the school for departmental audit.

38. Payment of Grants.-- (i) Grants for each month may be drawn on a bill prepared in the prescribed form and sent to the District Educational Officer on or before 22nd of every month in (Appendix G(i)) and countersigned by the District Educational Officer by 25th of every month.

(ii) On receipt of the countersigned bill, the secretary / correspondent shall endorse it and present it for payment at the nearest Treasury in accordance with the instruction given in the sanction.

(iii) Any excess amount paid in a month, shall be remitted back into the Treasury as and when brought to the notice of the school authorities. **Grants towards the Medical Inspection of Pupils in Secondary Schools:** Kept in abeyance **Grants towards Rent of Hostels**: (Rule 44-A to 44-C - not in vogue - Deletion suggested)

Teaching Grants on Behalf of Schools for Special Education

45.(a) Oriental Schools-- (i) All oriental schools (Sanskrit and Arabic) shall be paid monthly grants to cover the entire expenditure on salary to staff approved by the Director and it shall be sanctioned monthly by the respective District Educational Officers.

(ii) The minimum strength in the lowest class in the oriental schools shall be ten with effect from 1965-66 and this minimum strength in respect of other classes shall be maintained progressively 15 in each Std. in IX and X.

(b) Schools for the handicapped-- Not under the control of the Education Department - Deletion suggested.

(c) Other Special Schools-- Grants are given for only (i) Teacher Training Institutes and (ii) Boarding grants to Homes for children (Dealt. with in Chapter-XI). **Other Institutions and Schools not in vogue - Deletion suggested.**

(d) Teaching grants on behalf of Teacher Training Institutes-- The quantum and the amount of grant payable to the aided non minority and the aided minority Teacher Training Institute shall be decided by the Government. The Principal of the District Institute of Education and Training in the district shall be empowered to release such grants periodically in the form prescribed in Appendix-H)

46. Application for aid-- Application for grants on behalf of oriental schools shall be made as in the case of aided secondary schools [vide rule 32(a) and (b)]

Application for grants on behalf of other special schools-- Not in vogue - Deletion suggested.

Grants towards stipends in Training Schools: Rules 47 to 50 - not in vogue - Deletion suggested

Grants for Buildings, Building Sites and Play Grounds: Rules 51 to 56 - not in vogue - Deletion suggested

Grants for Furniture, Books and Appliances: Rules 57 to 61(b) - not in vogue - Deletion suggested

Grants to enable Villages to erect and equip Village School Houses- Cancelled

Boarding Grants to Homes for Children

62. Objects and Conditions of aid-- In addition to ordinary grants of all descriptions, a special grant may be made to homes for children in aid of boarding charges. Provided that such grants shall not exceed three-fourths of the net boarding charges of the institution subject to a minimum limit, calculated at Rs.36/- a month for each certified free destitute pupil. (G.O. Ms.1499 SWD dt. 25-5-1982)

Provided also that such grant shall not be admitted on behalf of a pupil whose age on the 1st July of the year under consideration.

(a) exceeded twenty but was below five years in the case of a boy or girl; and
(b) exceeded twenty-five but was below five years in the case of physically handicapped children.

Explanation-- Pupils from whom a nominal fee not exceeding Rs.9/- in a year is collected shall be considered free for purpose of the above rule and also of note (1) under rule 64.

63. In support of a claim for grant for the first time in respect of every pupil a certificate testifying to his or her destitution in the form prescribed in Appendix-X(i), if the pupil is an orphan, and in Appendix X(ii), if the pupil is non-orphan should be produced from an officer of the Revenue Department not below the rank of Deputy Tahsildar or Commissioner, Panchayat Unions, having jurisdiction, over the place where the parent or guardian of the pupil resides.

(G.O. Ms. No.4 Education dated 4th January 1954)

(G.O.Ms.No.742, Home dated 2nd March 1963)

64. Only institutions which are primarily Homes for children and which make suitable arrangements for the education of the inmates in recognized schools shall be admitted, to aid. (G.O. Ms. No. 3085, Education dated 28th August 1965).

(2) The term "orphan" used in these rules means a child which has lost either or both of its parents. (3) The possession of trifling income by the parent of a child does not necessarily exclude the child from the category of "destitute". "Trifling Income" means a gross income of Rs.6400/- (Rupees Six thousand four hundred only) and below per annum under all sources. Children whose parents are in receipt of an annual gross income exceeding Rs.6400/- (Rupees six thousand four hundred only) will not be eligible for any boarding grant. (G.O.Ms.No.3, SW & NM Dept. dt. 3.1.1990)

"The occupation of the parent(s) is : the annual gross income from all sources of the parent (s) is Rs. Per annum." (G.O.Ms.No.804, Education, dt. 2.5.1955)

Note: (1) An Home for Children for Indian destitute pupil shall not be eligible for aid under this chapter unless at least 50 percent of its inmates on the 1st July of the year under consideration are orphan or non-orphan free certified destitute within prescribed age-limits and reading in recognized schools

(4) "Boarding charges" for the purpose of the grant comprise only the following:"

i)cost of foodstuffs.

ii) Pay of cook and other servants. If any, employed for the purpose of cooking and serving meals and expenditure towards the salaries of warden and accountant.

iii) Contingencies, i.e. sundry expenses connected with the provision of meals and items such as stationery, oil, cost of clothing, medicines, medical aid, text books, note books, and soap. (G.O. Ms. No.330, Home, dated 1st February 1960)

(5) The net boarding charges shall be arrived at by deducting from the boarding charges (a) the wages, if any, earned by the inmates paying no fees or only nominal fees and (b) the fees, if any, collected including the nominal fees referred to in the explanation under rule 62.

(6) No inmate shall be eligible for a grant under this chapter unless he is a native of Tamilnadu

65. Application for aid-- Application for grants under this chapter shall be made in the prescribed form (Appendix V).

66. Boarding grant - procedure-- As soon as an application for grant- in- aid under this chapter is received, the Local Inspecting Officer shall investigate the case. The application should not be considered unless the investigating Officer is satisfied that the Education provided by the orphanages or Boarding homes for destitute children is suitable and that the accounts of the orphanage or the Boarding Home show that it is not conducted for private profit. A Medical Officer should invariably be consulted by the Inspecting Officer on matters relating to sanitary condition of the building and their surroundings (Appendix-G). The auditors attached to the Director of School Education shall audit the accounts of Boarding Homes and they shall send the audit report to the respective District Elementary Educational Officers, along with the quantum of grant recommended. On receipt of the audit report, the District Elementary Educational Officer shall visit the Home and submit the audit report to the Director of Elementary Education for allotment of Funds. The Director of Elementary Education shall then scrutinize the proposal and allot funds to the District Elementary Educational Officers extending copies to the Homes and treasuries.

67. Payment of grants-- The District Elementary Educational Officer shall sanction the amount and countersign the bill prepared by the correspondent for payment from the respective Treasury

(Appendix G(ii).

Teaching Grant on Behalf of Rural Colleges for Adults: Rule 68 to 75-Not in vogue - Deletion suggested

2.40 Enrichment Activity:

- Visit the web site: **www.tngov.in/education** and down load the different forms given as appendices
- Visit a Recognized Private School. Obtain the details required for preparing a Financial Statement and make a statement as per Appendix F
- From APPENDIX – LL, find out the instruction given about orientation of buildings, floor space, composition floors, seating arrangement , height of class rooms and other.

3.0 INSPECTION CODES

3.10. OVER VIEW:

The government extend its support to Recognized Private Schools by the way of different grant-in aids, then it becomes important for the government to see that reaches the ultimate needy and used purposefully in the right way and in right direction. Hence it becomes necessary for the government to have a check on the expenditure, obtained as grant-in aid and need to be monitored in order to achieve the desired goals by the government. Inspecting as it name indicates concern with overall supervision of the whole process of having a control over the monetary benefits that are sanctioned as grant-in-aid for a private school.

3.20. Objectives

The study of would enable to

- understand the inspection codes
- Describe the power of gazetted officers
- Explain the maintenance of teachers the package service registers and official etiquettes

3.30. Learning activities:

3.3.10. Study Unit

Title: - This code shall be known as "The Tamilnadu Educational Assessment & Evaluation Code"

Application: - The provision of this code shall apply to all the Inspecting Officers employed under the Education Department.

Scope: - The provisions of this code are intended to be in complete harmony with the various Codes, acts and rules, regulations, manuals, orders and proceedings issued from time to time by Government and the Department.

For order of the Director – Instructions in this code which may be found in conflict with the provisions of any code or regulation or order should be reported to the Director concerned. **Proper Name :-** In the case of proper names, the authorized spelling shall be adopted. Proper names for which authorized spelling has not been furnished shall be spelt on the principle of transliteration.

Definition of Terms:- The hierarchy of the Departments under the control of the School Education Department of the Government are as follows:-

Director of School Education

Director of Elementary Education

Director of Government Examinations

Director of Teacher Education Research and Training.

Director of Matriculation Schools

The term "Local Body" means a Municipal Corporation or Council or a, Municipality or Township or Town Panchayat or Panchayat.

The term "Public Funds" includes state funds and funds of Local Body; The term "Mayor" signifies the Mayor of Corporation and the term "Chairman" signifies the Chairman of Municipality or Chairman of a Panchayat Union, and the term "President" refers to the President of Town Panchayat or Village Panchayat of other Panchayat.

Deleted

Educational Divisions:-

For the purpose of Educational Administration, the Revenue District is divided into Educational Districts. In the case of Elementary Education the Revenue District is divided into Panchayat Union Blocks. These shall be in the order fixed from time to time by the controlling authority.

Personal conduct of Public servants: - This is regulated by "Government Servant's Conduct Rules".

Delegation: - Powers as to make appointments are regulated by the relative statutory service rules while, transfers sanction of leave, grant of recognition to Schools, etc., assigned in this code to officers of the department are of the nature of delegations and are liable to resumption as occasion may arise either temporarily or permanently.

Leave to Inspecting Officer

Mode of application:- Applications for leave shall be made in the form of letters addressed to the sanctioning authority through the proper channel specifying the period and nature of leave and explaining the necessity for it. Government stationery should not be used for the purpose.

Reports of transfer and assumption of charges: - These shall be prepared and submitted by subordinate officers in accordance with the instructions contained in Appendix I (form enclosed).

Leave other than casual leave:- This shall be governed by rules made in exercise of the powers conferred by the T.N. Fundamental rules and the subsidiary rules framed by the State Government there under, or the Tamilnadu Leave Rules, 1933.

Casual Leave:- This may be granted subject to the limits prescribed by Government by an officer to the officers immediately subordinate to him.

No casual leave without prior sanction:- No officer shall avail himself of casual leave without previously obtaining sanction for it except in case of

urgent necessity such as illness and in such special cases sanction for the leave should be sought for with the least possible delay.

Compensation casual leave:- Officers empowered to grant casual leave may also grant a day's leave, should opportunity occur, to a subordinate who is called on to attend office on a public authorized holiday, except as a punishment, subject to the following conditions: Such holidays may not be taken by a Government servant without the previous sanction of the authority who is competent to grant him casual leave.

Not more than ten such holidays in all may be taken in a calendar year and no such holidays shall be taken after the expiry of six months from the public holiday for which they were substituted. It will, however, be within six months, which the head of the office finds to be convenient. Not more than seven such holidays may be accumulated and a lower number may be fixed at his discretion by the head of the office. Such holidays may be combined with casual leave or other authorized holidays, provided that the total period of absence from duty shall not exceed ten days.

Special Casual Leave:- Special casual leave not counting ordinary casual leave may be granted in accordance with the instruction contained in the later pages of this book.

Absence of officers for attending conferences or meetings:- Officers are often called upon to attend conferences or meetings or appointed on committees of other State Governments, the Central Government, quasi Government bodies like Universities, etc., In these cases, the officers have to attend such conferences, meeting, etc., either in their personal capacity or as representatives of the Government. The absence of these officers from their normal place of duty on such occasions should be treated as follows:-

If an officer attends a conference, meeting etc., as a representative of the State Government, the period of his absence should be treated as on duty.

If an officer is permitted to attend any such conference meeting etc., on the request of any other State Government, Central Government, a quasi Government body like the University or a private body and if he is paid remuneration, the period of absence should be treated as casual leave or other leave for which he is eligible and if he is not paid any remuneration, it should be treated as on duty, in either case the Government, the quasi Government body or the private body concerned will meet the officer's travelling allowance and daily allowance for the period in question; If an officer is permitted to attend a conference, meeting etc., in his personal capacity the period of his absence should be treated as casual leave or other leave for which he is eligible

(G.O.Ms. No. 2055, Home (Service) dated 20th October 1954)

Authorities to grant leave: - Leave of any kind may be granted by the immediate superior officer.

Powers of Gazetted Inspecting Officers as to appointment and promotion.

Chief Educational Officers, District Educational Officers, District Elementary Educational Officers, Inspector of Anglo Indian Schools and Inspector of Matriculation schools:- may appoint teachers, clerks and servants subordinate to them and whose appointments vest in them; In making appointments and promotions, care should be taken to see that the conditions prescribed in the statutory rules are fulfilled and the procedure prescribed by the government are followed.

Personal file to be maintained:- The Inspecting Officers of the gazetted rank shall maintain in their personal custody in the prescribed form a personal file for every officer and servant of the department subordinate to them, and record therein, in their own handwriting and over their initials such fact as come to their personal notice from time to time regarding the work and character of each. Special care should be taken to see that the entries are, in no case, based on mere hearsay, but on personal experience or enquiry. Any adverse remark shall be communicated to the person concerned. Those personal files shall be handed over to the successors in office to be continued by him. It will serve the purpose of an official history of each subordinate officer and help the inspecting officers in giving or recommending promotions. Confidential sheets should be maintained for all Secondary School HM's PG teachers B.Ed and B.T. assistants working in Local Body Schools by the District Educational Officers and these would be written up preferably at the time of inspection. Copies of those confidential sheets should be submitted to the CEO immediately after the inspection of the respective Schools. In addition to writing these confidential reports, inspecting officers must have an all round judgment about all such assistants so that they will be in a position to offer the necessary help to the Higher Authorities in the choice of selecting proper headmasters for Schools.

22. Half-yearly confidential sheets to the Director: -With a view to enable the Director to give due consideration to the claims of each officer of the subordinate Educational Service for promotion the Chief Educational Officer and the Chief Inspector of Physical Education shall furnish him, in the first week of every April and October, confidential sheets, referring briefly to the work of all officers within their respective jurisdiction whose appointments vest

with the Director (Similar reports should be submitted to the CEO by District Educational Officers on behalf of officers subordinate to them and by the heads of offices and institutions under their control to the District Educational Officers. This work should not, for obvious reasons, be entrusted to any subordinate officer.

Punishment and dismissal of officials

Procedure to be observed in case of punishments: - All inspecting officers may punish for gross neglect of duty or for misconduct, all subordinate officers and servants whose appointments vest in them. Fines must not be imposed on officers The appropriate punishments are censure, withholding of increment, reduction in pay or rank, recovery from pay of the whole or part of any pecuniary loss caused to Government due to negligence or breach of orders, suspension, compulsory retirement, removal from service and in the last resort dismissal from Civil Service of the Government Before any punishment is inflicted, the written explanation of the officer proposed to be punished should be obtained to the charges which will be framed in writing. No order of recovery from pay, reduction, removal or dismissal shall be passed without following the procedure prescribed in Rules of the Tamilnadu Civil Services (Classification, Central and Appeal) Rules. Neglect of duty or misconduct on the part of all other subordinate officers should be reported to the Director concerned.

24. Powers of all inspecting Gazetted Officers-

Chief Educational Officers, District Educational Officers and District Elementary Educational Officers and other Gazetted Inspecting Officers may dismiss for gross misconduct, for proved dishonesty or for continued inefficiency, all subordinates whose appointment vest in them, Permission to resign or to retire from service while disciplinary proceedings are pending or are in contemplation must be refused.

Government servants cannot be allowed to evade disciplinary action by retiring or resigning form service. Orders should be passed by the competent authority requiring or permitting an officer to retire on attaining the age of superannuation or otherwise or accepting his resignation, when any departmental proceedings against him are pending or are under contemplation. A Government servant who is due to retire on attaining the age of superannuation should not, however, be retained in the service on this ground after the date on which he attains such age, but should be directed to handover charge and wait for orders. The final orders on the departmental proceedings, should, however, be made to take effect from the date on which he attained the age of superannuation.

(c) **Appeal-**An appeal against an order passed by any authority shall lie to higher authority prescribed in the Service Manual.

25. Public Servants-suing or threatening to sue Government –Legal position of tenure of appointment- whenever a Government servant threatens to seek redress in a Court of Law in respect of any matter connected with his employment or conditions of service, he may simply be informed that the threatened suit is awaited. If he already exhausted his normal official channels of redress, no disciplinary action need be taken. If he goes to a Court before exhausting the normal official channels redress, disciplinary action can be taken against him. These instructions apply only to cases where the department competent to grant the relief asked for.

ADMINISTRATION ON OFFICES

26. Inspection of offices.-The Chief Educational officer shall make a careful annual inspection of the offices of the District Educational Officers under his control and submit a report to the Director not later than the 31st March in each year. The offices of the Chief Educational Officers, Chief Inspector of Physical Education and Inspector of Anglo-Indian Schools will be inspected annually by the Director or an officer deputed by him. The office of the Inspector of Matriculation Schools will be inspected by the Director of Matriculation Schools or an officer deputed by him. In all case the report of the inspection will be submitted to the Director concerned immediately after inspection. District Elementary Educational Officers shall inspect the offices of the officers immediately subordinate to them once a year and shall satisfy themselves that the accommodation provided is sufficient and suitable and that the state of the office is satisfactory. A report in each case shall be submitted to the Joint Director of Elementary Education. The scope of the inspection reports shall be in accordance with the departmental questionnaire issued by the Director concerned.

27. Taking charge of Subordinate offices by the Chief Educational Officers and District Elementary Educational officers.-Chief Educational Officers and District Elementary Educational Officers may, in cases of sudden emergency, take immediate charge of offices subordinate to them, pending the approval or concurrence of the Director concerned.

28. Supervision of Subordinate officer's work.-

District Elementary Educational Officer shall exercise immediate control over the work of Assistant Elementary Educational Officers and promptly report to the Joint Director (Elementary) any neglect of duty or irregularity on their part. Among the means of exercising such control shall be prompt and regular review of diaries of visits and other periodical returns and reports in respect of the quality, quantity and regularity of the work as revealed by them.

29. Attendance at Offices- All inspecting officers should attend office regularly from 10.00 a.m. to 5.45 p.m. on all working days when they are at their headquarters and not engaged in inspection work or on outside duties in their official capacity. The office hours shall be the same as for all Government offices. Any change in the office hours which may be found necessary in the hot weather should be given effect to only with the prior approval of the competent authority and should be duly notified in the Tamilnadu Government Gazette.

Administration of Developmental Institutions

30. Control over Higher Secondary, Secondary and Elementary Schools.-

Hr.Sec.Schools are under the administrative control of the Chief Educational Officers, the Secondary Schools are under the control of the District Educational Officers and the Primary and Middle Schools are under the administrative control of District Elementary Educational Officer under the immediate control of Assistant Elementary Educational Officers and Additional Assistant Elementary Educational Officers at the Block level.

Inspection of Higher Secondary Schools:

Inspection of higher secondary schools will be taken up once in two years by the Chief Educational Officer accompanied by the District Elementary Educational officer. He can take some subject experts with him. The experts will be from the retired P.G. Teachers, Headmasters and Officers of the education department who have retired from the service. The academic performance of each and every teacher should be evaluated. If the number of teachers are more than thirty, a two day inspection may be programmed. All aspects specified in the Evaluation and Assessment pro-forma should be evaluated and suitable instruction given to the concerned teachers. The action taken on the report of previous inspection should be carefully scrutinized. The composition note books reflect the competency and originality of the student. The inspecting officers should pay full attention to the performance of the students and the sincerity of the teacher correcting the notebooks.

Visits:

The real functioning of the school can be realized only at the time of surprise visit. The officer can spend nearly two hours in a school. He should visit one school daily at the time of prayer and one school in the last period of the working day. Every school should keep an "Inspection Note" in which the inspecting officers alone can record their remarks. A visit will be incomplete without observing a few classes.

Appointment:

The power of appointment of secondary grade teachers and specialist teachers on similar pay scales vests with the CEOs. The vacancy position should be verified before making appointments. When the number of vacancies are higher than the actual number of appointments, preference should be given on the basis of the strength of the students and also the longer duration of the vacancy and the number of vacancies in each category. The communal Roster and Rotation should be scrupulously followed without giving room for any complaint. There should be complete transparency regarding all appointments.

Staff Fixation and re-deployment (by CEO and DEEO):

On the basis of Government orders and instructions of the director concerned issued from time to time, staff strength in relation to student strength shall be fixed and surplus teachers if any, shall be transferred along with the post to the needy schools. This exercise should be made taking the strength as on 1st August every year for govt. schools and aided schools separately. This should be completed before the end of August and reported to the Director concerned.

Transfer of teachers:

General transfer of teachers of all categories of teachers will be done by the C.E.O. The guidelines given by the department should be strictly followed.

Recognition:

A list of schools enjoying temporary recognition with due date for renewal of recognition shall be maintained. The Inspecting Officer should see that the aided schools are not released staff grant if the renewal of recognition is not applied within the specified period.

Government Examination:

The preparation of time table for Higher secondary Practical Examination, the appointment of internal and external examiners and departmental officers shall be done by the CEO. It is the duty of the CEO to appoint the departmental officer, custodian of question papers for the Higher Secondary

theory examinations. However appointment of flying squad, Assistant supervisors shall be done by the DEO. All arrangements for the smooth conduct of the SSLC Public examination vests with the DEO. The CEO will select schools for valuation work. All the inspecting officers shall act under the instruction of Directors of Government Examinations in matters connected with government examinations.

31,32,33 &34 - Deleted

35. Government Examinations.-Inspecting officers of different levels are expected to be thoroughly familiar with the curriculum and the rules for the conduct of Government Examinations. They are also expected to be familiar with the instructions notified from time to time in the Tamil Nadu Government Gazette or by the Director of Government Examination regarding the rules, dates of application syllabuses and text books for the various examinations such as the VIII Standard Examinations, (ESLC) Examination and SSLC examination, Higher Secondary Examinations and Matriculation examinations and other Supplementary Examinations

Recognition of Schools

36. The rules for recognition, form of application, the conditions should be fulfilled, time limit, payment of fees, creation of endowment etc., applicable to schools of different stages are given in great detail in the Tamilnadu Educational Rules the Tamilnadu Elementary Education Act 1920 and the rules made there under. The Tamilnadu Recognized Private Schools Regulation) Act 1973 and the rules made there under and the Tamilnadu Minority Schools (Recognition and payment of grant) Rules 1977.

Teachers' Certificates and Teachers' Service Registers

37. Conversance with Rules.- Inspecting Officers of every grade are expected to be conversant with the rules regarding teachers' certificates and teachers' service registers.

38. Teachers' Certificate.- Both at inspections and visits, especially at the time of making appointments, and in the course of correspondence relating to teachers' certificates, Inspecting Officers should not fail to scrutinize the certificates to see that they are in order and the entries in them have not been tampered with and to take action against any irregularities which they might notice. They should ensure that the general education and TSLC/DTE bear the signature of the holders in the places provided for them and that the year of the birth has been written in words and duly noted in the certificate. Whenever appointment of a new teacher comes to the notice of the Inspecting Officer either at visit to a school or in the monthly return of an elementary school, the Inspecting Officer shall call for the original certificates of the newly

appointed candidates and scrutinize the genuineness of the certificate before approving the teachers appointment and assessing grants on behalf of the teacher. Certificates issued by the educational authorities outside the State or by institutions whose recognition and authority are in doubt or whose equivalent is not stated in the Educational Rules and proceedings of the Director, should be submitted by the Inspecting Officer to the competent superior authority for evaluation.

39. The Service Register of a teacher newly appointed in any type of recognized private school shall be opened by the secretary of the school and sent to the Inspecting officer along with the certificates in original within a period of one month from the date of appointment for counter signature. A copy of the Service Register shall be maintained separately by the individual teacher updated and attested by the Head of the institution. At annual inspection of Aided schools and on other occasions where necessary inspecting Officer shall scrutinize all teachers' Service Registers to ensure that all the entries in them are in order, upto date and in conformity with rules that in all cases of doubt regarding courses of service the teacher's service register is a vital and important record.

Official Etiquette-observance of proper procedure

40. Instructions for the guidance to all officers to avoid lapses in official Etiquette.

When the Governor of the state is on camp Inspecting Officers at Head Quarters should specially call on and leave information before they leave the Head Quarters, if they are transferred to some other station.

41. Invitation to Governor.- Invitations should not be sent to the Governor unless he is attending the function himself or a message is required in which case it should be definitely indicated in a separate covering letter.

42. When Governor presiding a function. – The Governor should not be invited to functions except to undertake the first and primary duty at such functions and when he attends a function and when he attends a function it is unnecessary to have another to preside at such a function.

43. A Request to Governor well in advance.-

Whenever there are important functions in a district in which the District Officers or Head of Departments feel that the Governor should participate, they should write well in advance to the Governor's Secretary to ascertain and let them know the Governor's intentions of a tour specially for presiding over a function or opening some institutions unless it is combined with his regular or normal tours.

44. Office Procedure – Form of salutation in demi-official letters and endorsements between Officers in district. The Government examined the various forms and endorsement in vogue in the district between the Collectors and officers of other departments and consider that having regard to all the aspects of the matter it would be preferable to use the words like "Transmitted" and "retransmitted" between the Collectors and the Gazetted Officers of other departments and that it would not be correct for the District Officers to use the endorsement "Returned" to the Collector who is normally treated as the Head of the District. It is emphasized that the mode of salutation in D.Os. and in endorsements by itself does not indicate any relative superiority of the posts of the officers corresponding, which is determined by the functions they perform and ever-sensitiveness to these petty matters should not be permitted to vitiate the camaraderie among all officers which alone would conduce to efficient discharge of their duties.

45. Petitions addressed to Government-Disposal.-

The complaints and petitions received by Government are now sent to Heads of Departments for remarks and not for disposal by them and that this was largely due to a feeling that the treatment of a paper referred for disposal was perfunctory and due attention was paid only when a report was asked. The best course in such cases would be to send the papers to be understood that he would deal with the case with the same care as he would in a case sent for comments. In important cases, however, the Government may require the action taken to be reported to them.

46. Submission of reports to and correspondence with Honorable Ministers instructions.- Whenever local subordinates are asked by Honorable Ministers to enquire into any matter or make reports, the reports should be sent through the Head of the Department concerned and the concerned department in the Secretariat. The Heads of Departments should not correspond with the Ministers. They should go only through the concerned department in the Secretariat.

47. Reports direct to the Honorable Minister:- There might arise rare occasions of subordinate officials being asked to furnish immediate information by Honorable Ministers when a rigid adherence to the above procedure may result in some delay, however little it may be and which might defeat the very object with which the information may have been sought. In such rare cases, subordinate officials and heads of departments shall furnish the information to the department concerned in the Secretariat in addition to the Honorable Minister.

48. Petitions to Government

Instructions regarding the submission and receipt of petitions addressed to the Government are given in Appendix-3.

49. Relationship with the Public:- Indifference or discourtesy towards the members of the public coming to Government Officials for relief or guidance is positively bad. The conduct and personal relations of Government Servants with the public should be so regulated as to reflect their duty to serve in the best interests of the people and the society and the country. It is the duty of the Government Servants to treat all the members of the public who came before them with due courtesy.

50. Duties imposed on District Level Officers:

District Level Officers including District Educational Officers, Inspector of Anglo Indian Schools, Inspector of Matriculation Schools, District Elementary Educational Officers should acquaint themselves with the conditions of Education in all its stages.

51. Duties imposed by special Codes and Rules:- The Tamilnadu Educational Rules. The Tamil Nadu Elementary Education Act,1920 and rules made there under; The Tamilnadu Recognised Private Schools (Regulation) Act,1973 and the Rules framed there under, and the Tamil Nadu Educational Grant-in-aid Code and various instructions issued from time to time by Government and the Directors concerned in regard to several aspects pertaining to the proper and efficient conduct of schools and the conditions governing the employment to teachers therein impose various duties on the Inspecting Officers, and these shall be attended to in their minute requirements. But while carrying out the regulations of the department. Inspecting Officers shall be ever on their guard against administrative machinery. They shall enforce the rules with perfect impartiality.

52. Duties of inspecting Officers in the matter of character Training.

Inspecting Officers shall take every opportunity to impress on managers, Heads of institutions teachers and pupils the inexpediency and danger of sacrificing character training to mere intellectual instruction. The inspecting officer is expected to be thoroughly conversant with the several new measures introduced in schools in such respects as computer training, craft, co curricular and extracurricular activities in general new methods of teaching like audio-visual methods and sufficiently adequate, well planned and varied physical education activities for all the pupils and the provision of playground material and instructional facilities for all these matters and be constantly assessing the extent to which all the educational requirements are fulfilled of comparable figures, and the instructions issued by the Director from time to time requiring them to maintain correct and up-to date particulars of school-

age children in their jurisdiction cannot be too often nor too strongly emphasized. Inspecting officers should make fullest use of the opportunity of inspections, visits to teachers, association meetings and review of monthly returns to obtain and record all the available information about the schools. All Inspecting Officers are expected to maintain pocket books of facts and figures relating to institutions and educational conditions in their jurisdiction. They should personally test the validity of the periodical returns both with reference to the probability of the figures in the light of their experience and in comparison with the previous returns. Efficient administration of the schemes of compulsory education in force in their jurisdiction forms one of the most important duties of Inspecting Officers. In addition to the general responsibilities in respect of the schemes, certain duties pertain specially to each grade of officers as prescribed in the Rules under that Andhra Pradesh Education Act and in the executive instructions issued by the Director and all officers are expected to be conversant not only with these rules and instructions but also with their full implications in regard to such details as enumeration of the census of children of school age, propaganda among parents, general supervision and vigilant watch over the progress of the schemes by intelligent examination and personal verification of the figure enumerated from time to time. They shall take prompt action in all cases of defaults and submit to their respective superior authorities the prescribed reports and returns on the due dates so that the Director is kept promptly and fully informed of the progress of the schemes in all cases of defaults and submit to their respective superior authorities the prescribed reports and returns on the due dates so that the Director is kept promptly and fully informed of the progress of the schemes in all the districts in the state by every school. They should inspect not only the mass drill and games and sports activities of the individual school but also the activities at the Zonal level and district Level. The Inspecting Officers are generally expected to take a leading part in the organization and functioning of District Sports Associations with the assistance of the District Education. The effective Functioning of NSS and NCC, Scout, JRC etc should be ensured and encouraged by the inspecting officer.

53. Grants: The administration of the system of grants to aided schools including teaching grants and special grants, the grant of book allowances and scholarships under military concession to children of Defense personnel is one of the functions of the inspecting Officer.

54. Duties of Inspecting Officers in relation to Government Examinations:

It is one of the duties of the inspecting officers to arrange for the efficient conduct of the Examinations conducted by the Director of Government Examinations such as public Examination for the award of Secondary School Leaving Certificate, Anglo Indian School Leaving Certificates, Higher Secondary Course Certificate, Diploma in Teacher Education, Elementary School Leaving Certificate, Government Technical Examinations for Technical Teachers Certificate and other supplementary Examinations. For the proper conduct of these Examinations, they shall utilize the services of Deputy Inspectors, Principals and Staff members of the DIET Heads of institutions of High and Higher Secondary Schools and Teacher Training Institutes as Chief Superintendents and custodians of question paper packets and other Officers of the department Chiefly as Assistant superintendents and departmental Officers. They shall also employ under conditions prescribed by Director of Government Examinations, Headmasters and teachers of Government Schools for similar purposes. They should however exercise great care in the choice of the personnel for these responsible duties. Based on the recommendation of the inspecting officers, the Director of Government Examinations shall select centers for Dummy Numbering of answer scripts of Government examinations. The inspecting Officer shall act as the Camp Officer for the above work. The inspecting Office shall act as per the instructions and guidance given by the Director of Government Examinations. They shall discharge their duties with high level of integrity and confidentiality.

55. Participation in promotion of Government Schemes for Public Welfare: - Since many Government schemes for public welfare carried out through the agencies of several Government Departments require the co-operation of the teachers and pupils of schools for their furtherance. The Inspecting officers are expected to take an interest in and be conversant with schemes such as nutrious Noon meal scheme, free supply of uniforms, Textbook, Note books, free supply of bicycle to SC girls, Awards of students for their performance in Government Examinations at the District and State level. They should therefore co-operate with the officers of the other departments and render all possible help which can be given through the assistance and participation of schools. In the same way they should consider and obtain the co-operation of the Officers of other departments in the promotion of the interests of the Schools in such matters as the improvement of the health of the School children, the encouragement of agriculture and gardening in schools, the promotion of arts and crafts among pupils the organizing of excursions to places and institutions of educational interest and

so on. Similarly Inspecting Officers are also expected to take interest and cooperate within the bounds of their normal duties in the welfare endeavors of such publicly recognized non-official organizations like 'the Scout Associations, the Indian Red Cross Society, local organization connected with the United Nations Organizations, Youth Welfare Organization, Boys and Girls Clubs, Athletic Associations, Camping, Fellowship, etc. The Community Projects as well as National Extension Schemes should be in close contact with Primary, Middle, Secondary and Higher Secondary Education.

56. Keeping up high standard of administrative efficiency:- District level Inspecting Officers are not intended to discharge the largely routine duties of Inspection of subordinate Officers and of transmitting reports received from the subordinate officers. They should conceive of their responsibilities as being for more comprehensive since the Director has to rely heavily on their judgment in dealing with the many contentious cases that come up for a decision. It is the first duty of any inspecting officer to know his jurisdiction well, which means not only a correct appraisal of the work of subordinate officers, their shortcomings and weak points, but also of the other official and non-officials such as Presidents of Local Boards, Chairman and members of the legislature etc., with whom the departmental officers have to deal. Both courtesy and expediency require that the inspecting officer should call on the District Collectors, District Level Inspecting Officers and other important local officials in the course of their tours and discuss the problems of the district. Much valuable information can be gained only by such informal talks. In every district, there will be a few trouble spots where the issues are clouded by factions and rivalries and a Chief Educational Officer or District Educational Officer is expected to make him self fully acquainted with all the aspects of the problem and be able to approach it in an objective and impersonal manner. Some of the subordinate officers sometimes take sides or express perverse views; and in all these cases it is expected that District Level Inspecting Officers concerned would exercise a corrective influence and help to present a true picture to the Director. For this reason some of the more important complaints should be enquired into by the Chief Educational Officers himself and not entrusted even to the subordinate Officer. Besides avoiding delay of all kinds, scrupulous attention should also be paid to the computation of statistical data in the subordinate offices. All Officers should realize the great importance of statistics and endeavor to keep full data of the institutions under their control readily available No Officer whether it is Assistant Elementary Educational Officer / District Elementary Educational Officer / Inspector of Matriculation Schools / Inspectors of Anglo Indian Schools or Chief Educational Officer can assess the progress, in the jurisdiction in the absence

of correct particulars. Likewise it is not possible to formulate any plans for improvement at any level in the absence of correct data. The importance of correct statistical information cannot be over – emphasized in the context of the several comprehensive schemes of reform in the field of education. All Inspecting Officers including Assistant Elementary Educational Officers have an important part to play in the establishment and development of Schools, in securing public support and co-operation for new schemes, in improving attendance and enrolment, in the spread of literacy in organizing play-festivals, exhibitions, etc. There is no need to enumerate all the items of work which an active and sympathetic officer can make in this constructive field and they are in some respects, a true measure of an officer's worth. The good-will that an officer can build up in his jurisdiction by his sympathy and understanding is more than a personal achievement as it raises the prestige of the Department and it is not therefore enough if an officer meticulously discharges the duties enjoined on him under the different codes, as such work will still be negative in character. It may win the respect but net the public. Considerable care should be exercised also in the planning of the tours. As far as possible, institutions about which complaints have been received should receive a visit. It will also be helpful if in the course of the visit to Higher Secondary Schools the work of the Senior Assistants whose names are or likely to be included in the panel for promotion as Headmasters is watched. District Level Inspecting Officers should be very vigilant in the matter of keeping up high administrative efficiency. They should not hesitate to recommend for appropriate disciplinary action from a mere transfer of Officers for continued indifference or neglect of their duties. At the same time, good work should be readily, and even generously recognized. In the selection of officers for remunerative work, in transfers for personal or domestic reasons, and promotions, the conscientious discharge of duties by an officer shall receive due consideration.

3.40. LIBRARY UNIT:

S.K.KOCHHAR, 1981, "Secondary School Administration" , Sterling Publishers Private Limited, New Delhi

Peter F Oliva, 1976, "Supervision for Today's Schools", Harper and Row Publishers New York

4.00. THE SCHOOL OFFICE

4.10. OVER VIEW:

The School office is the nerve centre of the school- Controls the various activities of the entire school. School office serves as the home base for the administration of the school. It is true that the school administration rotates around this fulcrum.

4.20. OBJECTIVES:

- Upon learning this Unit you would be able to
- Enumerate the office equipments
- Classify the various registers and records
- Differentiate between Budget bills and permanent advances

4.30. Learning Activities:

4.3.10 Study Unit

Office accommodation and equipment:

57. Accommodation:- Every Inspecting Officer shall have fixed office accommodation with a sign board at the entrance door of the office building or the gate notifying that the office is held there. The Office should be centrally situated and accessible to all classes of people. The accommodation provided should be adequate and should have the necessary sanitary requirements. The building should be kept clean and in a good state of repair, with the necessary protective appliances against fire and other damage. In the case of Government Secondary Schools, Teacher Training Institutes and Higher Secondary Schools suitable and adequate accommodation shall be provided for the location of Office, the hours being notified prominently.

58. Shifting of office from an approved building:-

Prior sanction of the Director concerned should be obtained for shifting of subordinate offices. In cases where such shifting to be made immediately owing to an emergency such sanction shall be sought with retrospective effect. But in all cases in which payment of increased rent is involved, no shifting should ordinarily be effected without the previous sanction of the competent authority.

59. Office equipment:- Each office shall be provided with the requisite furniture and maps, with copies of the latest edition of Rules, Codes and Manuals of general application to all Government offices with a copy of the Educational Rules, the Inspection Code, the Grant-in- Aid Code, the Elementary Education Manual, copies of syllabus published by the department, list of approved text books with the agenda and corrigenda issued from time to time, the educational portions of the Tamilnadu Gazettes, and District Gazettes, and the census statements of the district and taluks concerned with such other official publications and other statistical particulars as are necessary for reference. All Rules, Codes and Manuals should be kept up-to- date by having correction slips pasted in them as and when they are received or notified. A small educational library should be maintained in each office and inspecting officers in-charge of the offices should see that the books are up-to-date. Educational periodicals supplied to the office should be regularly bound.

60. Lists of all types of Schools to be maintained:-

A copy of the printed list of recognized schools and of schools admitted to aid for the year shall be maintained so as to be readily available in every office. All the particulars should be filled in correctly in the appropriate columns and corrections should be made in the list as and when changes occur and the list should be prepared afresh so as to be up-to-date on the first day of every calendar year. A list of school less centers should also be maintained with full particulars in the form prescribed by the Director. History sheets shall also be maintained in respect of all recognized schools and brought up to date at the beginning of each month. A list of unrecognized schools known to exist in the Block with the approximate number of pupils under instruction shall also be maintained.

61. Office Calendar:- An office calendar shall be drawn up in January each year in the prescribed form with entries showing, month by month the public and local holidays the dates prescribed for the receipt and dispatch of periodical reports and returns from the subordinates and to the superior officers respectively and such other particulars as will enable the Office to attend to the punctual and expeditious dispatch of office business. The dates of public exam such as Higher Secondary Examinations, S.S.L.C, Matric, Diploma in Teacher Education and other departmental and Government examinations should also be noted in the office calendar to enable the officer to regulate his tour programs and other work according to the requirements of these examinations. Urgent and important references from superior officers and audit objections and other urgent references received from the

Accountant-General should be noted therein as they are received, so that replies may be sent in time. The P.A to the officer, the Senior most Superintendent on the establishment must be held responsible for the correct and careful maintenance of the Office Calendar.

Correspondence and office routine:

62. CEOS/IMS/IAS/DEEOS Alone can correspond direct with the Directors concerned. Other officers will address the officers to whom they are immediately subordinate. There are, however, exceptions to these rules. They do not apply to submission of periodical returns as to which instructions are issued annually to report the change of address, or to any matter to which a subordinate officer is required to submit a direct and immediate reply. Further on matters of real urgency, District Educational Officers and may communicate direct with the Director submitting at the same time a copy of the communication to the Chief Educational Officer.

63. References from the Director:- References from the Directors, communications from Government, the Accountant General or the Mayors of the Municipal Corporations, shall ordinarily be replied to at once. When delay is unavoidable the fact shall be reported to the Directors concerned with information as to the probable date by which the reply be submitted. Such reference shall be noted in the office calendar so that they may not be lost sight of.

64. Form of communications: Officers will communicate with their subordinates in the memorandum form and will convey orders in the form of the request. Subordinates will address superior officers by letter and will "submit" letters etc.,. Communications between officers of whatever grade where one is not under the orders of the other will be in the letter form and letters, etc., will be "forwarded" or "Communicated". Except under the stress of urgency, officers shall not communicate directly with subordinates who are not under their orders.

65. Tone of official communications:- The tone of official communications whether they are addressed to superior or subordinate officers should always be courteous. This is especially necessary in communications addressed by the Superior to the subordinate officers in order to uphold the authority of the latter officer in the estimation of his subordinates, and also in communications addressed by the subordinates to the Superior officer to mark that respect which is due to the latter officer by virtue of his position.

66. Office Routine:- Prompt dispatch of business should be attended to immediately. All inspecting Officers shall obtain periodically arrear list from the clerks of their offices. The Inspecting Officers shall scrutinize the lists carefully and take steps for the early disposal of pending papers. Besides the monthly arrear lists which should be in common form No.94. Weekly arrear lists in suitable form should also be got prepared and be regularly scrutinized by Inspecting Officers.

67. Return of unanswered references:- On the 13th day of the first month of each quarter, a return of papers referred to CEO / DEO / DEEO / IAS / IMS Chief Inspector of Physical Education, in the previous quarter but remaining unanswered on that date, and of communications addressed to the Director during the same quarter, on which orders have not been passed, shall be submitted by the Chief Educational Officers, Chief Inspector of Physical Education to the Director, the subject matter, the number and date of each reference being specified. Similar returns shall be submitted quarterly by the District Educational Officers, to the CEO and by the AEOS to the District Elementary Educational Officers.

Registers, Returns and Records:

68. Registers to be maintained- The following registers shall be maintained in bound books in the offices of Inspecting Officers.

1. Personal Register.

2. Periodical Register.

3. Despatch Register.

4. Disposal Register.

5. Daily Cash Book.

Note:- Every entry in the cash book should be concise. The date, the number of voucher, if any, and such a brief narrative as will unmistakably, indicate the nature of the transaction must be entered against each item. The Transactions should be recorded at the time and on the dates on which they actually occur and strictly in the order of occurrence. The cash book should be attested by the dated initials of the Government Servant responsible for the money on each day of transaction in token of verification of cash balance.

6. Register of un disbursed pay and allowances.

7. **Daily Order Book:-** To record all matters relating to the ministerial staff and office assistants including the menials borne on the office establishment, such as leave, appointment, fine and other office orders.

8. **Office Journal**:- To record succinctly the work and movements of the officer on each day in the year. A suitable diary should be purchased for the purpose in the month of December of the preceding year.

9.Pay abstract and acquaintance roll and file of traveling allowance bills.

10. Service and private postage stamp account.

11. Contingent Register (in the form prescribed in the Treasury Code).

12. Register showing teaching, building, furniture and boarding grants sanctioned to schools.

13. Register of Stationery Articles (in the form prescribed)

14. Register of Printed forms.

15. Stock Register of Inventory

16. Register of Bills cashed. TNTC 70

17. Stock file with an index for each item

18. Attendance Register

19. Casual Leave Register

20. Stock Register of Library Books

21. Classified catalogue of Library Books

22. Issue Register of Library Books

23. Register for free supply of books, notebooks, uniforms, bicycles, scholarship etc.

24. Register of Manager and Teacher manager, declared unfit

25. Register showing the names of schools having temporary recognition

26. Census Register of School age children

Watch Register of Recovery of advances of Pay and T.A

A scale book of govt. establishments sanctioned for the office

Register of probationers

List of officers whose appointments vest with the head of office

Machine cards in respect of typewriters, cyclostyle machines and computers.

Register of officers on leave

Record index for every year

P.F Registers

Register of incoming STD phone calls

Teaching grant Register for Aided Schools

Register of Monthly grants paid

Register to watch the disposal of pension claims.

Stock and Issue Register of permanent equipment

Stock and Issue Register of raw materials.

Monthly abstract of class production.

Grade-wise spinning register.

Register of garden produce.

Register showing Teacher's Certificates suspended or cancelled and TSRs withdrawn.

Log Book for maintenance of vehicle.

Besides the other registers maintained in standardized forms, Inspecting Officers shall also maintain the following records and registers for their personal guidance in the constructive and Educational work in their jurisdiction: -

1) Educational Survey Registers.

2) Range map showing all Schools and School less centres.

3) Pocket books of statistical and other information vide Article 50.

4) History sheets of Schools.

5) Reference copies of lists of schools and annual tour programmes.

Responsibility for the maintenance of Registers: - The officers concerned will be held responsible for the correct maintenance of the prescribed registers and the registers should accordingly be examined by them from time to time and initialed. In the office journal, entries are expected to be made from day to day, and if from any accident the entries relating to any day have not been made on the same day, an explanatory note to that effect shall be recorded therein when the day's transactions are written up. The Office journal should be specially called for and examined by the superior officer inspecting the office. Every time a change takes place in the charge of an office, the office journal shall pass on to the new officer, the relieving and relieved officers both signing in it on date of transfer of charge.

70. Use of Service Postage Stamps: - Service postage stamps shall not be used by the Inspecting officers for communications which are not strictly in the interest of the public or general service. All applications for leave should be submitted by officers in letters pre paid but any such application forwarded officially by superior officers should be treated like any other official communications. Letters and parcels sent by Inspecting Officers in their official capacity which relate nevertheless to the private interest and concerns of the individuals addressed should be endorsed "service bearing". Under this head come replies sent to petitions, applications for appointments, request for transfers, inquiries about title to leave, etc., as well as any other communications of a like kind which one officer may make to other officers relating to private interests of the addresses, Inspecting Officers are not entitled to send communications regarding their leave pay, transfer, leave allowance, fund subscription and analogous matters at the expense of the State as such communication are private and official. All letters sent by Inspecting Officers in their official capacity, in reply to communications of any kind received from private individuals, or associations shall be dispatched "Service paid". When private stamps accompany communications from private individuals, they shall be used for replies. With a view to ensuring that private postage stamps received for replies are used for that purpose, the officers shall enter the words "stamps for reply" at the head of every communications in which such stamps are enclosed. Separate accounts of service and private stamps should be maintained from day to day.

Verification of Service Postage Stamps: - The stamp account should be checked and the stock of stamps verified periodically in addition to the verification undertaken by the officers at the time of preferring an indent for the same.

71. Returns due from Inspecting Officers:- In addition to the returns of unanswered references (Article 67) the following periodical returns are due from each grade of Inspecting Officers. They should be submitted punctually by the dates prescribed and to, or through, the officers mentioned:-

From Chief Educational Officer:

Consolidated annual return of verification of service and records of service before first April every year. Consolidated annual return of officers due to retire in the next official year, by the 1st July. Consolidated annual return to appointments on communal basis by the 1st of May. List of officers appointed by the 7th April every year. Quarterly list of appeals withheld by the Chief Educational Officer with reasons for withholding them. Consolidated monthly statement of charge of Government offices and institutions by the 15th of

succeeding month. Monthly return of cases of successful detection of corruption among Government servants during a month by the 5th of the succeeding month. Quarterly list of person discharged for corruption before the 5th of the month following the quarter to which it relates. Quarterly progress report of the work done by the Mobile unit. Monthly Returns of the work done by the District Elementary Educational Officers. Quarterly list of unanswered references. From District Educational Officers to the Chief Educational Officers: Monthly statement of inspection work, by the 15th of every month. Annual return of inventory, by 1st July. Annual return of verification of service books and records of service, by the 15th of January. Annual return of immovable property by 15th January. Consolidated monthly statement of charges of Government officers and institutions, by 15th of succeeding month.

Annual return of books received. Copy of the annual acknowledgement of permanent advance due to the accountant-general, by 5th April. Annual certificate regarding the rates of pay allowed for the different classes of menials paid for from contingencies, by the 15th April. Annual return of expenditure on stores purchased in India, by 20th May.

(10) Annual return of officers due to retire in the next official year, by the 1st of July.

(11) Annual return of appointments on communal basis, by the 1st May.

(12) Annual reports regarding admission of Adi-Dravida pupils in Schools under public managements on 1st October of each year.

(13) List of officers whose appointment vests in the Chief Educational Officers, District Elementary Educational Officers by the 7th April every year.

(14) Quarterly list of appeals withheld with reasons for withholding them by the withholding authorities to the appellate authority.

(15) Annual consolidated April returns in respect of establishments borne in the provincial cadres of the Subordinate Educational Service by 10th April.

(16) Half Yearly statements of Military Pensioners newly reemployed in the Education Department during the course of the half year ending with 31st March and 30th September by 10th April and 10th October respectively.

(17) Quarterly list of unanswered references.

(18) Demand, Collection and Balance Statements and Statements of receipts of Government institutions and offices, by the 10th of succeeding month. (Statements from institutions to be sent direct, copies being sent to the immediate controlling Officers).

(19)Annual Certificate of reconciliation of account, by the 5th of May.

(20) Monthly return of visits to Schools.

(21) Monthly return of cases of successful detection of corruption among Government servants during a month by the 5th of the succeeding month.

(22) Quarterly report on the progress of Compulsory Education from the District Educational Officers.

(23) Half-Yearly confidential reports.

(24) P.F. Cases of delay over months in the matter of closure of accounts quarterly.

(25) Annual Financial Returns on Educational Statistics by the 15th June.

(26) Annual numerical returns on Educational statistics.

From Assistant Elementary Educational Officers to the DEEO:-

Monthly abstract of work done and monthly diary, by the 15th of the succeeding month.

Abstract of monthly return of Government Schools.

Annual return of valuable stock, by the 1st July.

Annual return of verification of service registers by 1st week of January.

Annual return of immovable property by the 15th January.

Monthly Report on Schools and public libraries inspected by the 15th of the succeeding month.

Monthly return of visit to elementary Schools.

Monthly Statement of teaching grant released to aided elementary and Middle Schools (to be submitted before the 16th of every month)

Half-yearly Statistics on the progress of Elementary Education.

Quarterly and Annual progress reports on progress of compulsory education.

Monthly statements of TPF deposits.

Quarterly progress report on Adult Education due to the District Elementary Educational Officer by 5th of the succeeding month after the end of the quarter.

Quarterly list of unanswered references.

Also returns Nos. 5,6,7 and 13 in the list of returns due from the District Educational Officer

Arrangement of Record:- Chief Educational Officers, District Educational Officers, Assistant Elementary Educational Officer and Additional Assistant Elementary Educational Officer shall arrange the records connected with each district separately and shall keep a general ledger for the entry of communications of a general nature. Other Assistant Elementary Educational Officer shall similarly arrange the records of each taluk or division separately as far us practicable. In all sub-ordinate officers the disposal system of arranging records should be followed. The following paper shall be kept as permanent records:-

(a) Proceedings of government and of the Director of a general nature, and gazettes(to be bound after the close of the year).

(b) Important communications , especially those that may be of use in the verification of service registers, and pension applications.

(c) Registers prescribed in this code/except as directed below.

(d) Returns prescribed in this code ; except as directed below.

(e) Counterfoils of transfer certificates issued to pupils in educational institutions.

(f) Orders of recognition granted to elementary schools by the Department, the correspondence relating to transfer of locality and transfer of management.

(g) Current register. (Personal Register)

(h) Registers of grants paid.

(I) Stock and Issue Register of permanent equipment.

73. Destruction of Records :- The following records may be destroyed –

After an interval of one year

1) Return of unanswered references.

Annual returns

Notices of inspection.

Applications for employment.

Correspondence connected with transfer certificate.

Casual leave applications .

Issue register of library books.

Master's casual leave registers.

Office calendar .

Lodged papers.

Applications for admission to examinations in drill and gymnastics.

Personal files of deceased officers.

The teaching practice records of pupil-teachers under training may be preserved for one year after the completion of their training course.

Paper relating to G.P.F. advance after an Interval of two Years

Office journal of inspecting officers.

Travelling allowance bills

District Gazettes, excepting portions relating to educational matters.

Monthly statement of work done.

Miscellaneous returns and accounts.

Correspondence connected with Secondary and Elementary School Leaving Certificates /

Higher Secondary Course /Matriculation

Indents for stationery, forms and covers.

Correspondence relating to government Technical Examinations ,Secondary School-Leaving

Certificate and Diploma in Teacher Education Examinations related to Higher Secondary

Course/ Matriculation /Anglo Indian Schools.

Inspection Reports of subordinate officers with review.

Annual Report on the admission of Scheduled Class pupils.

After an interval of three years

Consolidated reports on elementary schools.

Correspondence relating to holidays.

Model lessons register and register of criticism

Stamp account

Despatch register

Tour Programmes

Surrender statements.

Progress register

Permanent closure of elementary schools.

After an interval of five years

Contingent registers and copies of contingent bills.

Lists of recognized and aided elementary schools.

Inspection reports on secondary and elementary schools with reviews.

Proceedings sanctioning scholarships.

Proceedings recognizing former managers of schools.

Fee receipt books.

Stock lists of printed forms.

Abstract of monthly return of board and government schools.

Proceedings sanctioning grants excepting building grants.

Final assignment list.

Correspondence relating to budget and demand collection and balance statement of schools.

Personal files of retired officers.

Master's attendance registers.

Register of teaching and maintenance grant sanctioned for aided schools (provided no audit objection is pending in respect of any school for the period covered by the register).

Daily fee collection register.

Inspection reports of training schools.

Scholarship bills and acquittance rolls.

Cash Account .

Term fee register.

Attendance registers of masters.

Attendance registers of students

Boarding grant applications.

Periodical registers.

After an interval of ten years

Public Instructions Report (annual).

Quinquennial reports should however be preserved permanently.

Others:-

Monthly deposits list of subscription. The revised forms may be retained till the final retirement

of subscribed and closure of accounts. The old forms may be destroyed after 5 years.

Files relating to transfer of Provident Fund Account outside the Jurisdiction:- These records

may be Provident Fund Account outside the subscribes and the resettlement of their accounts.

Files relating to the closure of Provident Fund Account may be preserved for two years after

the final settlement of account. Duplicate copies of teaching grant bills of aided elementary schools (to be destroyed after the audit for the year covered by the bills is over). The old list of officers, departmental codes and old petitions of Civil Service Regulations, the Financial Code, Accounts Code, Treasury Code, etc., may be destroyed as soon as new editions have been received.

Budget Bills and Permanent Advances

74. Departmental Budget –Chief Educational Officers /District Elementary Educational Officers, District Educational Officers, and other estimating officers of the department shall submit to the director concerned each year the following returns relating to their offices and officers and institutions, under their direct control in the prescribed form on the due dates mentioned below and in accordance with the instructions contained in Appendix No IX.

Due Dates for Budget and other Returns

Sl No	Name budget and of the other returns	Date for issue of circular	Due date receipt from subordinate officers	Due date for submission to government
1	Statement of numbers and fixed allowances(Due to Finance Department). Revised Estimate. Final Revised Estimate. Surrender Statement	5thJune	5th July	1st August

75. Appropriation of budget allotment:-On receipt of final orders of Government on the department budget the details of the provisions for each district and minor head will be communicated to the Chief Educational Officers, District Educational Officer. District Elementary Educational Officers and other estimating officers. It shall be their duty to ensure appropriation of the funds set apart for the various purposes to the best possible advantages and in conformity with the rules and regulations of the Department and to observe all practical economy, without sacrificing efficiency, in expending State money. All Inspecting Officers to whom budget allotments have been distributed should maintain accurate accounts to expenditure as it is incurred and keep their controlling officers informed as to the progress of expenditure.

It should be noted that the mere provision of funds in the budget do not authorize the estimating officers to incur expenditure. The sanction of the competent authority wherever necessary should invariably be obtained to incur expenditure on any item. The revised estimates do not authorize any expenditure on any item. If provision is made for additional expenditure in them, it is necessary to apply separately for the additional appropriation required unless this has already been sanctioned. While applying for additional allotments the Officers should clearly state (1) the need for the additional provision , (2) the original allotment and why it is not sufficient, (3) how the original allotment is proposed to be utilized, and (4) the actual of the previous three-years under the particular sub head.

76. Office Contingent Charges:- Care should be taken to attach to the bills all the necessary vouchers relating to them as required in the rules. The number of vouchers enclosed should also be given in the bill under the appropriate head. The columns in the bills respecting the allotment for the year and the amount spent out of the allotment should invariably be filled up and the balance available should be shown so as to enable the accounts officer to see that the expenditure does not exceed the grant for the year. Contingent bills for Government Secondary Schools and Higher Secondary Schools are countersigned by the District Educational Officer.

77. Travelling allowance bills:- All inspecting officers shall submit for countersignature, not later than by the 15th of the month, detailed bills for travelling allowance for themselves and their establishments and as in the case contingent bills, one bill alone should ordinarily be submitted for the monthly traveling allowance of the whole establishment, and these bills should not be unnecessarily delayed in the offices of District Educational Officers and other inspecting Officers. The allowance should, in no circumstances, be allowed to accumulate and be drawn three or four months after the journey has been made. All claims for TA made after the expiry of three months on completion of the journey will as, a rule be disallowed unless satisfactory reasons are given for delay. The traveling allowance bills of the District Educational Officers shall be countersigned by the Chief Educational Officers.

The TA bills of CEOs, IAS, IMS,CIPE and DEEO will be counter signed by the Director concerned.

78. Counter Signature of bills of establishment.- Those of district Educational Officers establishment, of Heads of institutions under the administrative control of the District Educational Officers and their establishments will be countersigned by the District Educational Officer. The District Elementary Educational Officer shall countersign bill of his subordinates.

79. Tour Advances: These are drawn under the conditions laid down in the Financial Code (See Tamil Nadu Financial Code, Vol. I) In no case a second advance can be drawn before the first is adjusted.

80. Permanent advance:-An Officer who holds a permanent advance to meet the contingent charges of his Office, shall, when he is about to proceed on leave, or is transferred to another station or is otherwise directed to make over charge of his office recoup himself and maintain the full permanent advance, or where this has not been possible, the cash on hand, together with the vouchers for the balance of advance, shall invariably be handed over by every/such officer/ to the officer to whom he makes over charge of the office whether this be his successor designate or any other officer or person to whom he is permitted to deliver charge pending the arrival of his successor. The relieving officer should, at the time of his entering on his duties demand payment in cash or where this has not been found practicable in cash and vouchers, of the full permanent advance from the officer from whom he takes charge before he sends an acknowledgment of the PA to the Accountant-General. On no account will any application from a defaulting officer for writing off a permanent advance be entertained or supported by the Director.

4.40. Work Sheet Unit

- **Prepare a Budget for a Financial Year**

5.00. INSPECTION SCOPE AND METHODS

5.10. OVERVIEW:

A dynamic system of Inspection has been recognized as the pivot of the sound system of education. The Inspection makes an important link between the government and the school management. Inspection fills the gap between the policy makers and the implementers.

5.20. Objectives:

Upon learning this lesson, you would be able to

- list down the inspections methods and reports
- know the powers delegated with Inspecting authorities
- understand co-ordination between Management, Private educational bodies and Local boards.

5.30. Learning Activities:

5.3.10 Study Unit

Distribution of Annual Inspection Work

81. Secondary Schools, Special Schools and Elementary Schools:- The annual inspection of secondary and special Schools ordinarily vests in the District Educational Officer. The annual Inspection of elementary and middle Schools ordinarily vests in Assistant Elementary Educational Officers. The inspection of Anglo-Indian schools vests in the Inspector of Anglo Indian Schools. The inspection of Higher Secondary Schools will be taken up by the Chief Educational Officer.

82. Deleted

83. Visits to Headquarters:- Timely intimation should be given to the Director by Inspecting Officers of their visits to the State Headquarters.

Inspection Tours

84. Inspection by District Educational Officers:-

District Educational Officers, Inspector of Matriculation Schools/ Inspector of Anglo-Indian Schools, District Elementary Educational Officers and other Gazetted Inspecting Officers shall each draw up a programme for every month in the subjoined form and submit it to the Chief Educational Officer and the Director respectively for approval by the 1st May preceding the year to which it relates. It shall be accompanied by two statements, showing the names of schools added and omitted respectively, with reasons therefor.

Months	Week	Educational District	Name of Schools and offices to be visited For annual Inspection	other works proposed to be done

In drawing their programmes officers will bear in mind that hurried tours and frequent returns to headquarters are to be deprecated both on administrative and financial grounds. They will also, in making arrangements for visit or tours or inspection or supervision not explicitly included in their annual programmes, take into consideration the budget allotment for travelling allowances for fuel charges for office vehicles. The allotment should ordinarily suffice for the year.

85. Deleted

86. Tour programmmes of Assistant Elementary Educational Officers Additional Assistant Elementary Educational officers will be submitted to the District Elementary Educational Officer Tour programmes for the succeeding calendar year. (Tabular form is omitted). Besides the above annual tour programme, Assistant Elementary Educational Officers and other Officers mentioned in this article shall also prepare confidential quarterly tour programme of surprise visits to elementary schools One copy of which they will maintain in their personal custody and another they will submit confidentially to the District Elementary Educational Officer. While observing a proper spacing of visits in preparing this programme they should be careful to see that the spacing is not mechanical and that the surprise visits are not in any way anticipated by the schools. Assistant Elementary Educational Officers other officers should arrange their programmes taking into account all anticipated holidays vacation and periods of such duties as work connected with the Government Examinations and inspections of primary and Middle Schools so that the working days of schools are fully utilized and no need arises for departure from approved programmes and for requests for anticipation or postponement.

87.Teachers' Associations:- Assistant Elementary Educational Officers/ Additional Assistant Elementary Educational Officers should also take into account in arranging their detailed monthly tour programmes the dates of Teachers Association meetings and central classes in the several centers in their ranges and to make it a point to attend as far as possible all the meetings held every month. The meetings shall be regarded as unique opportunities of meeting the teachers and giving them guidance both directly and by means of demonstration lessons and demonstration activities, collectively to all the teachers and therefore most economically. Teachers association it is the responsibility of Assistant Elementary Educational

Officers/ Additional Assistant Elementary Educational Officers to give personal attention to programmes for these meetings prepared by the Secretaries of these associations in order that these programmes are well worth the time and effort spent by the teachers in attending them, in some cases from long distances, while it is a part of the work of the inspecting officers at these meetings to explain departmental circulars, under time should not spent on this matter to the exclusion of other constructive work at the meeting. For this purpose, it should be arranged for translation of Government Orders circulated black boards at the meeting and teachers are thereby enabled to read and copy them so that the later explanation of them by the inspecting officers is more clearly and quickly understood without confusion and loss of time. Demonstrations of craft activities and exhibition both of teaching aids and pupils handicraft products should be arranged at these meetings as often as possible, the inspecting officer in the course of his tours giving the necessary instructions to the concerned teachers regarding outstandingly good instances of potential exhibits, and pupils activities which are worthy of being displayed at these meetings.

88. Deleted

89. Anticipation or postponement of time fixed for inspection:- As a rule the inspection of a secondary or Higher Secondary School shall not be held more than a fortnight earlier than the week fixed in the approved programme of annual inspection, nor shall such inspection be except under unavoidable circumstances and postponed for more than a fortnight after the week fixed in the approved programme of annual inspection. A week's notice of inspection shall invariably be given to the heads of schools. The same rule applies to the inspection of primary and middle schools and deviations from it may be included in the next month by report by Assistant Elementary Educational Officers. No alteration of an inspection date, which by modifying the route of the officer concerned involves increased expenditure on traveling allowance, shall be made.

90. Annual inspection in the same month of each year:- The annual inspection of each school shall generally be held in the same month of each

year. One month earlier or later shall, except in very special circumstances, be the utmost limit of deviation.

91. Work other than annual inspection:- The programmes of Inspecting Officers will provide for visits to schools the regular inspection of which is assigned to subordinate officers and for visits in addition to those for annual inspections. These visits will be for "improvement" and to check the work of subordinate officers. Duties in relation to compulsory Elementary Education as laid down in part I of the Rules relating to Elementary School inspection of subordinate offices and where possible conferences will also find place in the programmes.

92. Establishment to be taken on tour:- Officers should not ordinarily take more than one Assistant. In the case of the inspection of the offices of the District Educational Officers and Chief Educational Officers are permitted to take an additional Assistant. In the case of office inspection the Superintendent should keep at head quarters as much as possible. Assistant Elementary Educational Officers are not allowed to take a clerk with them on tour.

93. Posting of Schools for inspection:- The inspection work shall be, as far as possible, evenly distributed over the working months. Primary Schools shall be posted for inspection as far as possible in the order in which they appear in the combined list of elementary schools.

94. Occupation of Government non-residential buildings by officers on tour:- An Officer occupying during tour a non-residential building which is not a Traveller's bungalow and which is not otherwise occupied should pay Rupees Five a day if he is A & B officer and Rupees three a day if he is a C & D grade officer for an occupation of twenty-four hours or fraction thereof.

95. Day on Tour Means:- For the purpose of calculating the minimum period prescribed in the above rule a "day on tour" means a calendar day beginning and ending at midnight. But an absence from head-quarters which does not exceed twenty-four hours is reckoned for all purposes as one day at whatever hour the period begins and ends.

96. District Educational Officers:- It is one of the duties of the Deputy Inspector attached to the District Educational Officer to assist the District Educational Officer in the inspection of schools.

97. Deleted

98. Subordinate Officer's inspection work not necessarily synchronous with that of Chief Educational Officers:- While programming the inspection of Higher Secondary section by the Chief Educational officer the District Educational officer concerned shall programme to have the inspection on the same day. When a subordinate officer cannot attend a school at the time of the Chief Educational Officers visit, he may perform such part of the inspection as is entrusted to him at any time within a fortnight of such visit. He shall immediately report the result of his inspection to that office.

The scope and method of Inspection and Inspection reports

Rules Applicable to all Schools

99 (a) Inspecting Officer's behaviour:- Officers should so conduct themselves in a school that their behaviour may be a model for the teachers as well as for the pupils. They will consequently be as considerate to the feelings of teachers and pupils as of their own dignity and avoid manifestations of impatience and dissatisfaction.

(b) Inspection: - In the case of Higher Secondary Schools, joint inspection by the District Educational Officer and the Chief Educational Officer shall be programmed and included in the monthly tour programme. Since the academic qualification has been raised, down the years in respect of District Educational Officers they shall also assess the Teachers in higher secondary standards. The Inspection shall be for a minimum of one day for all the schools starting from the Morning Assembly and ending with the Inspection meeting. Where the number of Teachers to be

assessed exceeds 25, the inspection shall continue for the second day. The assessment of each Teacher shall be based on the personal observation of his teaching and the record of self assessment bearing the comments and

general remarks of the Head of the Institution. The annual Inspection shall be compulsory and there should be no arrears. Whenever need arises, the Inspecting Officer shall co-opt not more than 3 subject experts who shall be retired persons in the grade of Inspecting Officers (CEO – DEO), Heads of Institutions and PG Teachers. Their TA and DA shall be met from the General funds in the case of private schools and from the amenity fee fund in respect of other schools.

100. Mode of examining the pupils:- In examining pupils they should similarly seek to make their work a model of good school method and be on their guard against obscurity and repetition in questioning.

101. Other things for Inspection:- Officers must be on their guard against postponing the examination of the pupils and investigation into the condition and adequacy of the accommodation and apparatus, staff sanitation, moral tone, provision for Physical training library and register. These are all antecedent conditions of good teaching work and demand the first attention of an inspecting officer.

102. Utilisation of grants–in-aid.- Inspecting Officers should take care to note any case in which a building for the erection or extension of which a grant-in-aid has been given is being diverted from the educational purpose for which the grant was given. They should also carefully check utilization of grants-in aid for the purchase of furniture, apparatus, maps and books. When recommending the closure or/and withdrawal of recognition of any school they should examine if the school has been paid building or and equipment or and other grants and to what extent and by what means such grants are recoverable in consequence of the closure of the schools. For the purpose they shall ensure that the registers in which grants are recovered are maintained up to date and with all the necessary particulars.

103. Government of India resolution on education and Inspecting Officers.- The following extract from the Government of India Resolution on Education (1904) is as true today as it was nearly a century ago and every Inspecting Officer would do well to appreciate its full significance and bear it in

mind in connection with his work. "Inspecting Officers should be much more than mere examiners. They should not only judge the results of teaching but should guide and advise as to its method and it is essential that they should be familiar with the schools in their ordinary working conditions. The work of the school should be defined with reference rather to the courses of instruction followed than to the examinations that have to be passed and rigid uniformity either in the arrangements of subjects or in the classification of scholars should be avoided, free play being given to the proper adaptation of the working of schools to their local circumstances". It should be remembered by the Inspecting Officers that the inspection of schools are not isolated units of the work but they form part of their larger function of promoting education in the areas under their respective jurisdictions. They should not stop with recording their impressions and suggestions in their reports but should assist in their follow up by giving guidance to the teachers at the inspection conferences, by assisting the headmaster and the staff in obtaining the co-operation of parents and other local residents, by promoting beneficial new endeavours by visiting schools on other occasions than formal inspections (and in the case of elementary schools by surprise and improvement visits referred to latter) and by the maintenance of an understanding critical and intelligent interest in the schools when correspondence relating to them passes through them. From their inspection reports and their general interest in the work of the schools Inspecting Officers should be in a position to assess not only the merits of the individual schools but also the programme of education in its several aspects and the chief merits and prevailing common defects in their jurisdiction. The statistical and factual information to be recorded in the inspection reports should be as full and as complete as possible so that the inspection report serves as a record of reference for the inspecting Officer in all matters which may arise in the course of the year. It is often found that many questions which arise relating to individual schools or to the administration of grades or kinds of schools, can often be decided with reference to the information and figures contained in the annual inspection reports if these reports at the time of their preparations are made fully comprehensive and that it is necessary whenever any question is to be

decided to call for "information and remarks" from subordinate offices, this protracting the decisions. Inspecting Officers, should bear in mind this valuable second purpose of their annual inspection reports over and above the first purpose of reporting on the achievements and general condition of the school and therefore devote sufficient attention to the reports to obviate unnecessary correspondence on matters of information which the reports are expected to contain, For this purpose, Inspecting Officers should also pay personal attention to the timely writing, fair-copying and submission of their inspection reports realizing that belated reports defeat the objects of inspection and reduce the time available for improvement on the basis of the inspection.

104. Relations of Inspecting Officers with Management.- Cordial co-operation of Inspecting Officers with the management is essential for the welfare of the schools. Great care should be taken to avoid all appearance of dictating orders to managers or teachers in non-departmental schools. It should be made quite clear that attention to suggestions and remedying of defects (within reasonable limits) is a necessary condition of continuance of recognition or aid. Failure on the management's part to co-operate with the department is no reason for anger or discourteous words.

105.Criticism of teachers. – No teacher should be criticized in the presence of hearing of pupils. Nor should teaching in a class room be interrupted by the Inspecting Officer when once the teacher has been asked to proceed with the teaching until a stage is reached in a lesson which permits the questioning of the pupils by the Inspecting Officer or the continuance of the lesson by him by way of demonstrating to the teacher how it should be conducted. As the teaching notes of the teachers are expected to be on table, the Inspecting Officer should be able to follow the progress of the lesson and the methods employed by the teacher with reference to those notes and this would obviate any need to obtain information from the teacher in the course of the lesson. If the Inspection Officer finds that there are points relating to the lesson or method which have to be discussed with the teacher he should make a note of them in his notes and discuss them at the inspection conference. It is

desirable that even such information as to why a certain map or picture is not used can much better be obtained at the conference than in the class unless it can be unobtrusively obtained in the class room from the teacher, without any interruption to the lesson. In assessing the work of a teacher, not only his teaching in the class room, but his preparation as indicated by his notes throughout the year by the visual teaching aids collected or made by him and the recorded work of the pupils as the results of any practical work done by them should be taken into account. The Inspecting Officer should remember that he is judging the work of a year by sampling it by a few lessons given on the day of the inspection and should be cautious against making hasty conclusion. He should at the same time bear in mind the feelings of the teacher in such a situation and be careful to put him at ease and not to say or do anything that might disturb his tranquility while proceeding with his work.. No teacher of a school under private management should ever be reprimanded by an inspecting officer. If an officer sees signs of slackness or in competency of a teacher's part his obvious duty is to bring it to the notice of the management .

106. Constructive criticism. In order that criticism may be constructive it is essential that a general survey should be made of the organization of the school as a whole. A certain period of each inspection should be devoted to watching the teachers and pupils at their customary work, their customary places, according to the time table in force.

107. Criticism of method:- Caution should be exercised with regard to criticism of methods. They should be judged by their results. The Inspecting Officer should not fail to go through as much as possible of the representative work of the pupils as seen from their recorded work in the form of written exercises, maps, albums, scrap-books, constructions to the school museum, minutes of self-governing institutions run by the pupils within the school like junior Red Cross, School Parliament, Scout Patrol records, Safety First Associations, etc Originality and independent thought should be encouraged and teachers induced to abandon methods which are obviously unprofitable

by being made to think about them rather than by any arbitrary pronouncement of opinion on the Inspecting Officer's part.

108. Caution necessary in judging teachers.- Before pronouncing a teacher to be incompetent to handle a subject the Inspecting Officer should carefully watch his teaching and its results and record his impressions. Very often it will be wise to defer a final judgment till a second visit.

109.Inspection conference.- A conference should be held with the staff at the close of inspection. Such a conference affords the best scope for discussing with immediate reference to examples observed at the inspection the merits and results of methods and other class room problems. The remarks recorded in the report should be made with reference to such discussion at the conference. Adequate scope should be given to the teachers to express themselves instead of the Inspecting Officer appearing to dogmatise on any particular point of view of his own. Those conference should be so conducted that, far from the teachers anticipating certain set of opinions they should look forward to it, as a welcome opportunity of benefiting by the discussion at the conference, Even in the case of elementary schools, especially if they are large it should be possible for the inspecting Officer to help a brief conference.

110. Inspection of remarks of the previous Inspecting Officers.- Inspection should always be conducted with reference to the remarks and instructions made on previous occasions by the Inspecting Officer or his predecessors. It is only if this is done that the series of reports on a school will constitute of a body and cumulative criticism which may be expected to be of material assistance in the development of the school.

111. Text Books.- The text books in use should be carefully examined with a view to ascertain the use of books brought out by the Tamilnadu Text Book Corporation and books approved by the Education Department.

Rules applicable to Primary & Middle Schools.

112.Place and time of inspection.- Every inspection shall be held in the school premises unless the manager expresses in writing his desire that it should be held elsewhere and supports his request by adequate reasons. In this case school premises should be inspected immediately after the rest of the inspection is completed. The inspections of schools usually held in the day should in no case begin after 4 p.m. or continued after 6 p.m. and the usual intervals should be allowed for meals, recreation, etc, Only schools that habitually meet on Sundays may be inspected on that day. Schools held at night time should be inspected during their usual meeting hours.

113. Syllabi, Schemes of work and Time Tables.- A careful scrutiny of the syllabi, schemes of work and time tables in use in the school forms an important part of every inspection. Such scrutiny should include how far the departmentally prescribed syllabi are followed-whether any omissions, variations or additions are justified and whether the assignment work prescribed receives adequate and sustained attention. The extent to which syllabi have been elaborated into, monthly or periodical schemes of work and the preparation notes of teachers should also be examined carefully. Time-tables should be examined to ensure that proper attention is paid to all aspects of work mental, manual and physical. Whole unauthorized variations should be noted and discouraged, instances of initiative and originality where they are perceived should be recognized and appreciated.

114. Compulsory Subjects.- An inspecting officer should ensure all the compulsory subjects receive the necessary attention. This is particularly important in the case of newly introduced activity subjects, like handicrafts, music, physical education.

115. Adequacy suitability of teaching staff.- As teaching grants are calculated according to the Rules relating to Recognition and Aid Elementary Schools in the case of aided schools and on the approval of the number and qualifications of teachers in elementary schools under public management is also based on the same rules. It is of the utmost importance that the number

and qualifications of the teachers are carefully scrutinized and the results to the scrutiny recorded in the inspection report. Too much emphasis cannot be laid on the careful scrutiny of the teachers' professional certificates. But the general remarks on the adequacy and suitability, or otherwise of the staff and particular remarks about the certificates of the teachers should be clearly and unambiguously recorded in the report, so as to obviate unnecessary and avoidable correspondence in the remedying of any defect which may be found either in relation to the needs of the schools or in respect of the qualifications of the individual teacher. The instructions of the Director concerned in regard to the scrutiny of original certificates at the inspection or, only in exceptional cases, within the time prescribed, should be scrupulously observed. Inspecting officers should realize the waste of time and public funds when they fail to carry out the instructions and the enormous correspondence relating to the recoveries of overpayments, appeals on disputes can be considerably reduced if Inspecting Officers devote sufficient care in the first instance to this matter at the time of inspection and record fully the prescribed information. Equally great care should be exercised in respect of the scrutiny of the age of the teachers, so that prompt action may be taken in cases where there are discrepancies, tampering with the dates of birth in the certificates and continuance in service of over aged teachers. The age furnished for the purpose of the entry in the teacher's certificate. In the case of certificates which do not bear the age or date of birth, the age should be admitted only on the production of an alternative authentic record; wherever the Inspecting Officers find discrepancies and tampering of entries regarding dates of birth in the Teacher's Service Registers they should check the entries with reference to the entries made in their S.S.L.C s and if they do not agree, the matter should be immediately reported to their immediate superior.

116. Deleted

Registers relating to teachers service

117. The teachers Attendance Registers.- The teachers attendance register will always require special scrutiny, and its proper maintenance should be one of the main conditions of aid. In the case of all teachers the periods of their service and leave as furnished in the monthly returns for the schools should be verified with reference to the teachers, attendance register and the verified periods of service and leave during the inspection year should be clearly recorded in the inspection report. If an inspecting officer suspects that a person included by the management in the list of teachers is not a bonafide teacher, he should make full inquiries and promptly submit the results of his inquiries with a written statement by the management to the District Elementary Educational Officer. The teachers attendance register should be scrutinized both at inspections and at visit. If any teacher or teachers are found absent at the inspections or at any other visit the names of such teachers should be noted in the remarks recorded in the inspection book, whether it be an inspection or a visit and noted by the Inspecting Officer in his own records. A note should

also be made whether the absence has been satisfactorily explained or not, giving reasons. **Teachers Service Register.-** In the case of aided elementary schools teacher's Service registers form a most important basis for the assessment of grants and should therefore, be scrutinized as carefully as the teacher's certificates, to ensure that the payment of salaries and observance of conditions of service are in accordance with departmental rules. Any irregularity discovered should be immediately noted and steps should be taken to remedy it in the manner provided for in the rules.

Teachers Acquittance Roll.- The teachers acquittance roll is a record of equal importance with the teachers, attendance register and should invariably be scrutinized not only at an inspection but also at every visit. The periods up to which the salaries have been disbursed should be noted and attested by the Inspecting Officer on every occasion. Prompt action should be taken in every case where there has been delay or other irregularity in the

disbursement of salaries or discrepancy with the terms and conditions of service according to the teachers' service register.

118. Examination of pupils.- The examination of pupils forms the most important part of all annual inspections. The examination has in recent years assumed a much more comprehensive scope than that of testing the pupils and assessing their attainments according to their respective standards and in the several subjects of the curriculum. The results of the examination shall be recorded in terms not only of the proportion of pupils whose attainments are up to requirements of their respective standards but also of the relationship of these results with the period of study of the pupils in the respective standards, so that the degree of stagnation of pupils for more than the normal period of study in every standard is estimated and the relationship to the annual enrolment in the first standard and the proportion of that enrolment which continues without withdrawals in the schools indicating the extent of wastage in the schools. It is also necessary for these purposes to examine the admission register and record sheets of the pupils. Apart from the assessment of the results as above, Inspecting Officers should also investigate the extent of the service of the school to the population of the area served by it, especially the number of children of school-age in the area. Based on these results suggestions should be given by Inspecting Officers on the lines on which the school can be made fully serviceable to the population. In the examination of the pupils themselves, the inspecting Officers' aims should be to find out the strong and weak points of the teaching and not to puzzle the pupils. His question should be models to the teachers and be based on his own intimate knowledge of the syllabuses and the text-books and his examination of the teachers, schemes of work and notes of preparation. It could be a good plan for the Inspecting Officer himself to prepare and use graded lists of questions and exercises, suited to his Block. The results should be recorded in the report in definite and objective terms indicating the exact defects, if any, and not in such vague terms as "Fair" or "Satisfactory". Before coming to any conclusion the Inspecting Officer will also find it useful to ask the teacher to examine the pupils in his presence both by way of a test and in

the course of a lesson. It will also be part of the examination to test how far the various visual aids to teaching have been adequately used and the pupils are familiar with them. A part of the examination should be devoted towards the testing of the application of the lessons learnt in school by the pupils to their daily practical life and observations outside school.

119. Relation of inspecting Officers with Parents:- The Inspecting Officer should always try to meet the leading residents of the locality after inspection to discuss school affairs. He should endeavour to establish and maintain friendly relations between the teachers and parents by pointing out ways in which they can help one another. The formation of local parents associations or the establishment of small school committees must be encouraged in every way. Such organizations should be regarded merely formal, but every step should be taken by the children of the village to make them living factors in the cause of the improvement of the school. The Inspecting Officer should endeavour to understand the real difficulties, if any, of the parents and suggest ways and means of overcoming them. It is by his contact with the parents and the local residents that the Inspecting Officer can be in a position to give effect intelligently to the departmental instructions on the adjustment of school hours, holidays and vacations in accordance with the local interest and create a feeling that the welfare of the school is their own intimate concern and that the teachers alone single handedly achieve the object of the school and that their co-operation is an essential condition for the success of the school like the success of other village civic and social endeavours.

Meeting of parents Associations

These should be convened in addition to and not in the place of informal talks and personal appeals. Many teachers appear to regard those meetings as consisting merely of entertainments and the inspecting Officers should dispel this idea and impress on them the constructive aspect of the meeting. This however, does not preclude exhibiting to the parents examples of their children's achievements, but the main aims of propaganda should never be lost sight of. There is often a tendency to make annual Parents Day a gala day not so much for the parents themselves as for all the people in the village

by arranging entrainments which lose sight of the aims being in unmanageable crowds who often keep out, for want of space, the very parents for whose education the function is arranged and who have been specifically invited for the occasion. This danger, arising from a too disproportionate attention to the entertainment should be guarded against. The best way will be to keep pure entertainments distinct from parents-day meeting. It will be a useful device for the purpose of the follow up for the inspecting officer to maintain a small note book in which details of the welfare scheme may be briefly noted, along with the names of the local person seen. When visiting the village on a later occasion, the same persons can be seen and the effect of previous welfare schemes gauged. This alone will help to induce a serious attitude in the local persons even if the first effort of welfare scheme has not had the desired effect. Such a device will help continuity of welfare scheme which is an essential element of its effectiveness. The note-book need not be different from the one in which attendance etc., at visits are noted provided that instead recording visits in chronological order a page is allotted to a school and all notes regarding the school are made in the page.

120. Deleted

121. The Inspection Book:- In the inspection book to be maintained in all elementary Schools the following entries should be made.

(a) Chief points noted in the inspection with reference to (i) enrolment in relation to the School – age population of the area, especially girls and children belonging to SC/ST and MBC communities (ii) the potential contribution to permanent literacy, (iii) the distribution of the strength among the several standards, (iv) effectiveness of School organization, teachers preparation of lessons and aid, teaching and practical work, (v) extent, cause and remedies of stagnation and wastage. (vi) All indicators like Access ratio, GER, NER, Droop out rate, Promotion rate, Transition rate etc., should be maintained in registers.

(b) A general estimate of the work of the School as a whole :

(c) Material requirements of the school in such matters as accommodation, equipment, staffing and similar facilities to be provided for the management.

(d) Improvement to be effected by the efforts of the teachers.

(e) (i) In the case of aided Schools conducted by teacher managers, the proposals made with reference to the grant;

(ii) In the case of all aided schools the proposals made, with reference to grants of individual teachers and the maintenance grant;

(iii) In the case of schools under local bodies recommendation of sanction, if any, to be taken against the teacher or teachers, specifying them by names and giving reasons.

The following further points should be carefully noted in connection with the inspection book:-

(i) All remarks should be concise, clear, definite, courteous an in the vernacular with which the headmaster is best acquainted (see Appendix 7) To convey much information clearly in a few words should be the aim of each officer.

(ii) In each inspection book the page should be numbered. It should be understood that the School show the inspection book containing the record of the last inspection is not produced is liable to loss of grant.

(iii) It is by no means necessary to enter remarks in the inspection book according to all the headings of the Annual Inspection Report form. In a school where the manager is not a teacher; Inspecting Officers should be most careful to avoid saying, doing, or writing anything that would tend to diminish the teacher's respect for his secretary and the secretary's authority over his teachers.

(iv) The remarks should be entered on the spot and in no case should the inspection book or any other record be removed from the school by an Inspecting Officer. Where however any particular school register or record is required for purpose of reference by the Inspecting Officer, a receipt should be given for the register or record taken away from the school and the register or record should be returned to the school as soon as possible by registered post or other responsible channel against the acknowledgement of the Headmaster.

122. Conference with the staff:- At the conference with the staff at the close of the inspection the remarks made in the inspection book should be explained.

123. Report of inspection of elementary schools:-

(i) A report in the prescribed form on the annual inspection held during the preceding month should be submitted by the 15th day of each month to the District Elementary Educational Officer.

(ii) In the case of schools under private management where the manger is not a teacher, a copy of any remarks which are made in the Inspection report in regard to the management of the School and which have not been entered in the Inspection book as they might diminish the teachers respect for the manager, should be furnished separately to the manager.

(iii) In the case of schools under public management a copy of the inspection report should be submitted to the District Elementary Educational Officer of the Schools.

(iv) The District Elementary Educational Officers will promptly review all the annual inspection reports received by them every month and forward copies of such reviews directly to the managing authorities of schools under public management, together with copies of the annual inspection report; copies of such reviews of schools under private management will be furnished to the managers by the Assistant Elementary Educational Officers concerned. The return of the reviews in such form as may be prescribed from time to time, shall be submitted by District Educational Officers to the Director of Elementary Education.

(v) The annual inspection reports shall be submitted in the prescribed form with all the statistical and actual particulars fully and accurately entered and the remarks made concisely and clearly as explained in Article 121.

(vi) In the case where the defects include serious irregularities of fraud so as to justify in the Officer's opinion decreases in grant larger than those ordinarily prescribed or the withdrawal of recognition, or action against the management or individual teachers under the Tamilnadu Educational Rules or the Rules relating to Elementary Schools, a special report should be submitted separately along with annual inspection to the District Elementary Educational Officer.

124. Surprise visit and visit for 'improvement':- In addition to annual inspection, surprise visits and visits for improvement should be paid by the Assistant Elementary Educational Officers to all the elementary schools in their jurisdiction. Every school should receive at least three such visits during the year. The dates of these visits should not as a rule be communicated to schools before hand. The special aim of these other visits should be to see the school in its normal condition without special preparation for inspection to note what attention is being paid to the suggestions made at annual inspection and if necessary to supplement these suggestions. The Inspecting Officer will be able to devote special attention to special points and to spend more time in the giving of model lessons and in watching the working of the whole school that will as a rule be possible at the time of annual inspection – Even in the case of surprise visits the aim of improvement should be evident and remarks and suggestions should be based on those made at inspection. The aim of surprise, in addition to the general aim of improvement, is that of judging the condition and progress of the school as reported in their monthly returns in comparison with actually prevailing condition when visit without notice. As the assessment of grant to aided schools and also periodical recommendations regarding the accommodation, staffing and equipment of schools under public management are based upon the monthly returns of the schools it is most essential that attention should be paid at surprise visits to the verification of all the facts and figures furnished in the monthly returns. It will not therefore, be sufficient for the Inspecting Officer to be satisfied with merely noting the strength and attendance at the visit and whether he found the school in working order or not . He should make a quick inspection of the entries in all the registers since the time of his previous visit, find how far the time-table is followed, judge how far the teachers are regular in their attendance and industrious in their work and spend some time in watching the

class at work. The instructions issued by the Director in respect of surprise visits should be fully observed and carried out. Hurried visits for the purpose of a normal fulfilment of programme are to be highly deprecated – A visit should ordinarily last in the case of small schools at least half an hour and in the case of larger schools proportionately longer, if it is to justify its purpose Action in respect of irregularities found in school not under the Inspecting Officers, jurisdiction should be taken by correspondence with the officer under whose jurisdiction the school is. No remarks other than a note of the strength and attendance of pupils and of teachers and how far the time table was found being followed should be entered in the inspection book of the schools. The efficient administration of elementary education depends largely upon the frequent contacts of the Inspecting Officers with schools in their normal condition and with the residents of the areas where the schools are situated. The only means to such contact are surprise and improvement visits. Too much emphasis cannot, therefore, be laid on this aspect of the work of Inspecting Officers. They should not only plan their programmes to provide sufficient time for this work so as not to carry it out in any hurried or desultory manner but also see that areas and schools which require more frequent visits than others receive such visits and that unnecessary time is not spent in superfluous visits to efficient schools and schools in urban and educationally advanced areas such as the headquarters of the offices. If any serious

defects are noted at these visits they should of course be taken to the notice of the District Elementary Educational Officer.

C. Rules applicable to Secondary Schools / Higher Secondary Schools

125. Place and time:- Inspections should invariably be held in the schools premises and ordinarily on the usual school days and within the usual school hours.

126. Inspection Report:- A pro-forma of inspection report is given in the annexure. The inspecting officers should go through each and every item carefully and give their personnel remarks on items wherever necessary.

127. Submission of report:- District Educational Officers shall submit to the Chief Educational Officer concerned a report, in duplicate in the prescribed form of each annual inspection, within a month from the conclusion of it. They shall forward at the same time a copy of the report to the secretary or correspondent of the school. The Chief Educational Officer shall review the report and submit to the Director a copy of the report together with a copy of the review thereon for record and reference to his office. The Chief Educational Officer shall submit the report in the prescribed form in respect of Higher Secondary Schools to the Director within the period of one month referred to above.

128. Scope and method of Inspection:- The scope of the inspection of secondary and Higher Secondary Schools is indicated in the report form for each. It is not desired that all officers should for all Schools follow a prescribed method of inspection. Inspection proper, observation of teaching, examination of Oral and written performance of pupils, conferences with teachers, will in varying proportion enter into the procedure of every

inspection. It is important that the examination of pupils should be used as a means to the end of estimating the efficiency of the teaching and not viewed as an end in itself the maintenance of pupils, Secondary Schools Leaving Certificates and the system of marking in school will need particular attention and the Inspecting Officer should spare no efforts in checking the working of the latter by comparing its results with those of his own observation of the progress in individual pupils. He will similarly check some of the entries as to special aptitudes and character. The general instructions given in Article 103 should be carefully observed in the drafting and submission of Tabular Annual Inspection Reports.

129. Comparison of inspection results from year to year:- The inspection report form no longer provides for entries as to the action taken on remarks in previous reports, because it is taken for granted that each inspection will be carried on in the light of that record or that preceding it. This is of the essence of "constructive" inspection work and inspection reports should show clearly that the Inspecting Officer is seeking to build on his own or predecessor's foundations.

INSPECTING OFFICERS AND THE GENERAL ADMINISTRATION OF LOCAL BODIES

136. Duties towards Local Boards:- Inspecting officers shall render every assistance possible to Local Boards in matters of educational administration, furnish them with all necessary advise and information and in all possible ways co operate with them in the spread of Elementary Education

137, Presence at Board Meetings:- Inspecting officers shall when invited be presented at all meetings in which important educational questions are under considerations, and at such other meetings as they can attend without seriously interfering with the approved programme of annual inspection

138. Position of Inspecting Officers on Local Board purely official:- The position of an inspecting officer on a board is purely official and representative, and it is therefore his duty to expound the policy of the department to the board when it is misunderstood

139. Responsibility for the Management of Board Schools:- Board schools are under the control of the Inspecting Officers only in the sense that they are inspected and reported on by them, and that the officers have to be consulted in the appointment and transfers of teachers. But the entire responsibility is for the management of such schools and for maintenance in good conditions rest with the boards themselves, and inspecting officers must avoid anything like dictation either to local boards or teachers serving under such boards.

140. Visits to Chairman and Presidents:- Deputy Inspector should make it a point of visiting from time to time Chairman of Municipal Councils, Presidents of local boards and executive officers in order to keep them thoroughly informed as to the condition of elementary schools. maintained by the Councils or th4 Board as the case may be , and of other recognized schools

in the locality. District Educational Officers should impress upon all Deputy Inspectors the importance of their duty in this respect

(Note 136 to 140 deleted)

Correspondence with Local Bodies

141.Correspondence of Chief Educational Officers and District Educational Officers with Local Bodies:- Chief Educational Officers, District Educational Officers and District Elementary Educational Officers shall correspond with presidents of Local Bodies and Commissioners of Municipalities on question of enrolment of students, improvement of infrastructural facilities, etc.,

142. Deleted

143. Form of address:- Since the relation of inspecting Officers to Local Bodies is merely that of advisers on educational matters, all communications between such officers and Local Bodies shall be in the ordinary letter form. Papers transmitted to Presidents and Executive Officers of Municipalities without any covering letter should be endorsed "Forwarded".

Inspecting Officers and Private Educational bodies

144.Encouragement of Private effort in Education:-

It is the duty of officers of the department to encourage private effort in education, and to do all in their power by judicious advice and timely information to direct it into profitable channels. It is also their duty to discourage by all legitimate means the opening of unnecessary schools in a spirit of mere factious competition.

145. Conference:- Under the order of the Director, Inspecting Officers may hold conferences of managers of schools and others interested in education, with a view to mutual benefit and to elicit public opinion on important matters.

146. Correspondence:- Correspondence from managers of all institutions or their authorised agents shall in the first instance, be addressed to the Inspecting Officers. All correspondence from and to Inspecting Officers shall be with the recognized manager or his agent or local correspondent, Secretary of the school approved by the department. Heads of institutions who are not managers or their authorized agents shall not address inspecting Officers direct, except in cases of emergency and under the general or special permission of managers, and Inspecting Officers shall not address them direct except in cases of emergency or for collection of statistics or for conduct of Government Examinations.

147.Form or mode of address:- All communications from managers or their agents to offices of the department will be by letter. District Educational Officers, Secretaries, Chief Educational Officers Secretaries, when corresponding with managers of schools not under their Inspection shall use the letter form of address. Whenever any orders are communicated, the memorandum form any be adopted, such correspondence being treated as merely passing through the Inspecting officers. Similarly, when any

information is called for from a private manager by the Director or by a Superior Inspecting Officers, Subordinate officers may endorse the information on the same and submit the communication as an original reference. To facilitate business, officers may call for information by endorsement asking for it as a favor, from their superiors and from managers of institutions not under their inspection; but this form of address must be used with discretion and tact, so as to avoid giving offence.

148.A. DUTIES OF THE CHIEF INSPECTOR OF PHYSICAL EDUCATION

1. Review of the Inspection reports of Physical Education of Regional Inspector of Physical Education in the State.

2. Organised control of Physical Education in all secondary and Higher Secondary Schools for boys in the State.

3. Inspection of Physical Education work in all the boys Secondary and Higher Secondary Schools in the State.

4. To arrange for the conduct of Refresher course to Physical Education Teachers working in the High and Higher Secondary Schools.

5. To advise and approve the formation of District Athletics Association for boys and the rules for the conduct of the Games tournaments and athletics contests for boys.

6. To advise District Educational Officers in the state on matters relating to Physical Education.

7. To assist the Commissioner of Government Examinations in the conduct of examination for the award of Government Certificates in Physical Education.

8. To offer guidance in the formation of the syllabus of Physical activities for boys.

9. To give lectures on Physical Education and address and convene conference of Physical Education personal relating to Physical Education of boys.

10. To organise and conduct displays demonstrations and exbitions on Physical Education for boys.

11. To organise and conduct Children's rallies and Youth Festivals.

12. To conduct State Level selection Trials and sending the Tamil Nadu School contingent to take part in the National Level Meet conducted by School Games Federation of India.

13. To organise the State Level Republic Day Sports & Games for High School Students and Bharathiyar Day Tournaments for Higher Secondary School Students every year at District Head Quarters.

14. Director of School Education is the inspecting authority of Chief Inspector of Physical Education Office.

148.B. DUTIES OF REGIONAL INSPECTOR OF PHYSICAL EDUCATION:-

1. The Regional Inspector of Physical Education shall inspect all the boys Secondary and Higher Secondary Schools in the district.

2. He shall form the District Athletics Association for boys and make arrangements for the conduct of games tournament and athletic contests at the Zonal, District and Divisional levels.

3. He shall select talented children in games and sports activities in the district.

4. He shall approve the purchase of permanent sports articles..

5. He shall write off the condemned articles in schools.

6. He shall inspect all the records and registers pertaining to physical education activities.

7. He shall advise the Headmasters and the Physical Education Teachers in the proper implementation of the Physical Education programme.

8. The inspection should include verification of games articles, Attendance Register of students, Notes of lessons of Physical Education Teachers.

9. He should attend Educational District Sports meet, Divisional meet and General Body meeting of the Athletics Association without fail.

Note : The Chief Inspectress of Physical Education and Regional Inspectresses of Physical Education are the inspecting officers of "Physical Education" in Secondary and Higher Secondary Schools specially provided for girls. Their duties and responsibilities are the same as for the Chief Inspector of Physical Education and the Regional Inspectors of Physical Education respectively.

149. ROLE OF HEAD OF THE INSTITUTION

As far as the school is concerned, the Head of the institution is the first inspecting officer Besides being a subject teacher, he/she should supervise and observe the classroom teaching of other teachers. He shall be the leader among the teachers. As a social reformer, he should mingle with the society, should command the respect of parents and the public. Head of the institutes is the watch tuner of the community. He should win the confidence of the staff members and staff council should be formed in the beginning of the academic year. He is the hub of the entire activities in school. As an administrator, he/she should be well versed with the rules and regulations of the department of Education. In financial matters like pay fixation, sanction of increments, claim of pensioner benefits etc, he should scrupulously follow the rules and guidelines. He will be personally held responsible for any financial irregularities especially in the maintenance special fee fund account. As an officer, he should personally go through the tapals received from the Educational authorities and reply should be sent promptly within the prescribed time limit. He should check up the Personal Register and Dispatch Register periodically. The Head of the institution should, on no account, utilize

the services of the teachers for office work during school hours. As an academician, he shall focus his full attention towards maintaining academic standards of the children cumulatively, periodical unit tests and terminal examinations should be conducted and special attention should be given to educationally backward students in each section. The services of Non Government Organisations and retired teachers available in the locality may be utilised for teaching work when the posts of teachers are vacant for a long time, availing the Parent Teachers Association's support. As an officer with enormous financial powers, for collection of fees and funds, and award of scholarships, he shall maintain accounts and exercise control over the funds in accordance with rules and regulations prescribed by the government or officers under the authority of the government. The Head of the Institution should have basic knowledge of all extra curricular and co-curricular activities. He should lend all support to the teachers in charge of these activities. He should be aware of all government welfare schemes and implement them without giving room for any complaint. During the tenure of his service in an institution as Head he should strive to shine like polestar permeating the light and in flushing other people in the fraternity. In short a good Headmaster/Headmistress is not born but made as he grows professionally.

150. IMPLEMENTATION OF GOVERNMENT WELFARE SCHEMES:-

To achieve universalisation of Elementary Education, the government of Tamil Nadu is implementing various welfare schemes like, Free supply of nutritious noon meal, Free supply of Text-books, note books, uniforms, and award of scholarship for SC/ST students and fee concession for SC/ST/MBC and BC students. Details of concession, scholarships and awards are given in detail in the "Tamilnadu Educational Rules". The inspecting officers should be well versed with all these schemes and supervise the implementation of the schemes in full in his jurisdiction.

SARVA SIKSHA ABIYAN (Education for All)

With a view to achieve the objectives of "Education for All" the Government of India and the Government of Tamilnadu have invested huge amounts. To ensure cent percent enrolment, to reduce drop out rate and to ensure minimum quality of education for the students, various strategies are adopted. The Chief Educational Officers and the District Elementary Educational Officers shall jointly operate the allotted fund. Infrastructural facilities like class rooms, Drinking water, Toilet facilities should be improved with the involvement and participation of teachers and the community. The inspecting officers should make arrangements for providing in-service training for teachers. All the indicators of educational development should be arrived at the block level and district level and necessary follow up action must be taken. The inspecting officers should give priority for the education of socially, economically and educationally backward children. They should ensure effective supervisory mechanism to achieve the goals.

151. INSPECTING OFFICERS UNDER DIFFERENT DIRECTORS.

Though the Chief Educational Officers, District Educational Officers and District Elementary Educational Officers are under the control of the respective Directors, they have to engage themselves in various educational activities connected with other Directors. This requires lot of planning,

preparation and co-ordination on the part of the Educational Officers serving in the District.

Usage of Modern equipments--- Inspecting Officers are at present gifted with the availability of modern communication facilities. All relevant data from schools should be collected and computerised. They should avoid asking for particulars repeatedly from schools. All statistical particulars should be collected, analysed and reconciled at least once in a year at the beginning of the year.

Monthly Meetings --- The inspecting officers must conduct monthly meeting of Heads of the institutions. The "Agenda" of the meeting should be circulated in advance and the minutes of the meeting should be communicated to the participants. The venue of the meeting should be changed every month in consultation with the Headmasters Association. Effectiveness of this meeting shall depend not merely telling only what is expected from them but what is expected by them from the inspecting officers. The inspecting officer says what he means and means what he says. This assertive discipline should be the watch word in such meetings.

5.40. Enrichment Activity:-

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